



ACCOUNTS RECEIVABLE INVOICE PROCESSING

Chapter 2

Invoice Processing



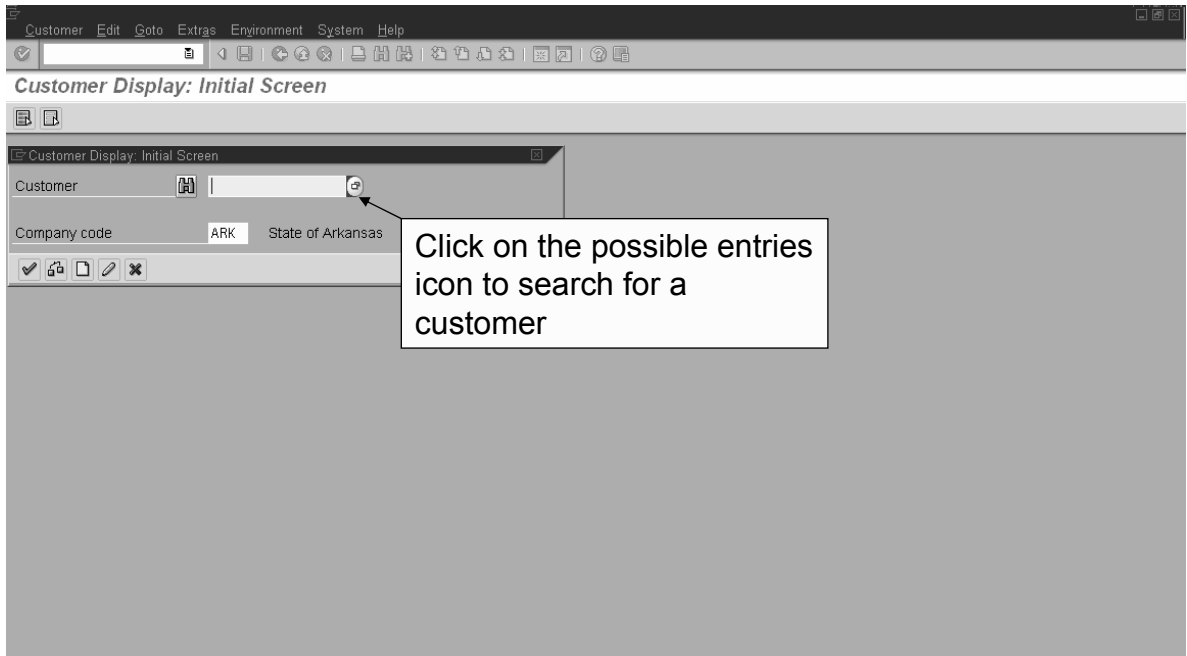
DISPLAY CUSTOMER Transaction FD03

Transaction FD03 is used to display customer master data. The Customer Master Data Record contains information such as:

- Customer account number
- Customer name
- Customer address



Transaction FD03 – Display Customer





The use of the *, also called wild card, allows a search of all possible master data matches.



Customer Account Number (1) 2 Entries Found

☒ Customers (general) Customers (by company code) Customers by country/company code

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

SearchTe...	PostalCo...	City	Name 1	Customer
ORIG	71854	TEXARKANA	MATT DILLON	600000048
ZOO	72207	LITTLE ROCK	ARMAND DILLA	600000152

All possible matches will display. Double click on a line to view details.



Customer Display: Initial Screen

Customer 600000049

Company code ARK State of Arkansas

Press enter or click the green check.

If the customer number is known, the Customer account number can be entered without using the look up.



Customer Edit Goto Extras Environment System Help

Display Customer: General Data

General Data Company Code Data Sales Area Data

Customer: 600000048 Matt Dillon TEXARKANA

Address Control data Payment transactions Contact persons

Preview

Name
Title
Name Matt Dillon

Search terms
Search term 1/2 ORIG

Street address
Street/House number 75 Holster Street
District MILLER
Postal code/City 71854 TEXARKANA
Country US USA Region AR Arkansas
Time zone CST Jurisdict. code 0409105901

PO box address
PO Box 469
Postal code 72956-0469
Company postal code

Communication
Language English
Telephone (501) 474-1201 Extension
Mobile Phone

Other communication...

The General Data tab will display the customer name, address and contact/billing information.

The General Data section contains the customer's demographical information.



Customer Edit Goto Extras Environment System Help

SAP

Display Customer: General data

General data Company code data Sales area data

Customer: 600000048 Matt Dillon TEXARKANA

Address Control data Payment transactions

Click to view additional data.

Preview

Name

Title

Name Matt Dillon

Search terms

Search term 1/2

Street address

Street/House number 75 Holster Street

FD03 sapqas OVR



Customer: 600000048 Matt Dillon TEXARKANA
Company code: ARK State of Arkansas

Account management | Payment transactions | Correspondence | Insurance

Accounting information

Recon. account	1130001000	Sort key	Z02	Document Number
Head office		Preference ind.		
Authorization		Cash mgmt group		
Release group		Value adjustment		

Interest calculation

Interest indic.		Last key date	
Interest cycle	0	Last interest run	

Reference data

FD03 sapqas INS

The Account management tab has the customer accounting information.

The Recon (Reconciliation) account is the overall AR account in which customer transactions will be recorded in the General Ledger. There are currently 2 Recon accounts in use for AR.

- 1130001000 is used for standard customers
- 1140001000 is used for State Agencies
(inter/intra-agency accounts receivable)



Customer Edit Goto Extras Environment System Help

Display Customer: Company Code Data

General Data Company Code Data Sales Area Data

Customer: 600000048 Matt Dillon TEXARKANA
Company Code: ARK State of Arkansas

Account management Payment transactions Correspondence Insurance

Payment transactions

Terms of payment NT30

Time until check paid 0

Tolerance group
Known/neg. leave
AR pledg. ind.
☒ Payment history record

Automatic payment transactions

Payment methods
Alternat. payer
B/exch. limit 0.00 USD
☐ Single payment

Payment block
House bank
Grouping key
Pmt meth. suppl.
Next payee
Lockbox

The Payment transactions tab will display the Terms of payment established for this customer.

The Payment transactions tab includes the Terms of Payment established for the customer. The terms established in the customer master will default to all AR transactions but can be overridden at the individual invoice level.



Click to choose another customer.

Or click to exit.

Display Customer: Company code data

General data Company code data Sales area data

Customer: 600000048 Matt Dillon TEXARKANA
Company code: ARK State of Arkansas

Account management Payment transactions Correspondence Insurance

Dunning data

Dunn.procedure	0008	Dunning block	<input type="checkbox"/>
Dunn.recipient		Leg.dunn.proc.	
Last dunned		Dunning level	0
Dunning clerk		Grouping key	

Dunning areas..

Correspondence

Acctg clerk	<input type="checkbox"/>	Bank statement	2
Acct at cust.		Coll. invoice variant	
Customer user		<input type="checkbox"/> Decentralized processing	
Act.clk tel.no.			

FD03 sapqas INS

The Correspondence tab has the customer dunning information. A customer will not receive dunning notices if a dunning procedure is not assigned to the customer master record.

This tab will be automatically updated with the current dunning level and the last date dunned when the dunning program has been executed.



INVOICE PROCESSING

- Invoice processing is used to bill a customer for services rendered and to track the customer's account.
- Invoicing, receipting and depositing make up the entire process used to maintain and clear a customer account in AASIS.



CUSTOMER INVOICE ENTER – FB70 (No Sales Tax)

Transaction FB70 is used to create a customer invoice.

The following example is entering a customer invoice containing only one line item and no applicable sales tax.



The screenshot shows the SAP 'Customer invoice Enter' screen. The 'Transactn' field is set to 'Invoice'. The 'Details' tab is selected. The 'Basic data' section contains the following fields:

Customer	998061005
Invoice date	03/06/2003
Posting date	03/06/2003
Reference	
Cross-CC no.	
Amount	150.00
Tax amount	
Text	
Company code	ARK State of Arkansas Little Rock

The 'Items' table at the bottom is empty, with the header 'Items (No entry variant selected)'. The table has columns: St..., G/L acct, Short text, D/C, Doc.currency amount, Cost center, Fund, Assignment no., and Text. The status bar at the bottom shows 'FB70', 'sapqas', and 'OVR'.

Annotations on the screen:

- A callout box pointing to the 'Details' tab says: "Press enter or click the Details tab."
- A callout box pointing to the 'Basic data' section says: "Enter Customer account number, invoice date*, and amount of invoice on the Basic data tab. Posting date will default to today's date."

Enter the Customer number. If necessary, select possible entries icon and do a match code search to locate customer.

Enter the Invoice date. The invoice date and posting date will normally be the same, however, the invoice date can be changed to reflect a specific aging date if different from the posting date.

Enter the Amount. The amount will be the total amount to be billed on this invoice.

Press enter or click on the Details tab.



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Assign. HeadText Bus. area 0610 Ref.key 1 Ref.key 2 RefKey 3 Plg level Dunn.area Default dunnin Dunn.key Plan. day Dunn.block

Customer 1110001000

Bank acct Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

Account assignment not completed for all required fields (BA)

FB70 sapqas OVR

Enter: Business Area

Information may be entered in in the Ref key 1, 2, or 3 fields, if desired.

IMPORTANT: Never enter information in the **Assign. field**. When the invoice is posted, the document number is system generated and will be automatically assigned as the assignment number.

Click on the Payment tab.



Document Edit Goto Extras Settings Environment System Help

SAP

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Blinc date 03/06/2003 Pmnt terms NT30 30 Days

Discount Days

Disc.base Days net

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment

Inv.ref.

Part. bank House bank

Payment ref.

Reason cde

Customer

Address

Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
USA

Ols

Bank acct

Not available

Items (No entry vari

St... G/L acct St

Cred... Cred...

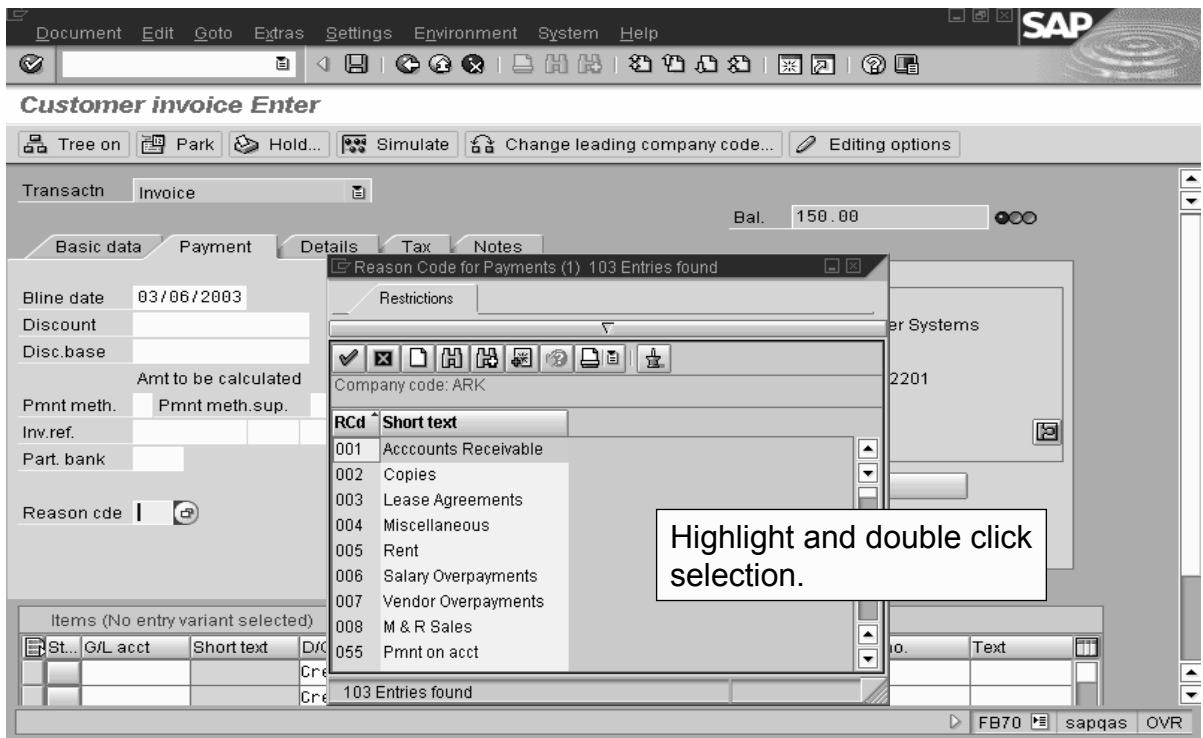
Assignment no. Text

FB70 sapqas OVR

The Blinc (baseline) date will default from the Invoice date and is the date used to calculate when the amount is due from the customer based on the Payment terms. This can be overridden if necessary.

Pmnt (payment) terms will default to NT30 from the customer master record but may be changed.

Enter a Reason code or select the drop down.



From the drop down menu, highlight and double click the code chosen to use.

The reason code signifies a receivable type and is entered for reporting purposes. Reason codes allow you to categorize your receivables by types for reporting in more and/or different detail than just the GL revenue account.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 150.00

Basic data Payment Details Tax Notes

Blinc date 05/19/2004 Pmnt terms NT30 30 Days
 Discount Days
 Disc.base Days net

Customer
 Address
 1874 COURTHOUSE
 WASHINGTON AR 71862
 USA

Amount to be calculated
 Pmnt Method Pmnt Meth.Sup. Pmnt block Free for
 Inv.ref.
 Part. bank House bank
 Payment Ref.
 Reason cde 001

Fund and business area will derive from Cost Center. Check for correct fund/BA.

0 ltr (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	vv
		Cred...								
		Cred...								
		Cred...								

Enter G/L acct, Doc. currency amount, Cost center, and WBS element or internal order, if applicable. Press enter.

LSWHITAKER sapeqs OVR

Start Inbo... Alert M... SAP Lo... Enter C... ARIP_A... Microso... RealPla... GL Rep... 12:51 PM

Enter the revenue GL account. Revenue accounts begin with a 4. The first 3 digits of the G/L account determine the type of revenue. G/L accounts can contain similar descriptions but will determine different revenue types. The following are examples of the differences in "miscellaneous revenues".

Miscellaneous	4027002000	}	Special Revenues - 1 ½ % or 3% fees apply
Miscellaneous Fees	4031090000		
Miscellaneous Income	4037001000		
Misc Non Taxable Rcpts	4047018000	}	Deposit directly into agency fund
Miscellaneous Revenue	4047099000		

NOTE: G/L accounts that begin with 6 will be used for other financing sources; e.g., Refunds to Expenditure, Inter-, Intra- Agency transfers.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Blne date 08/26/2005 Prmt terms NT30 30 Days
Discount Days
Disc.base Days net
Amt to be calculated
Pmt Method Prmt Meth.Sup. Prmt block Free for payment
Inv.ref.
Part. bank House bank
Payment Ref.
Reason cde 001

Customer
Address
DFA - INTERGOVERNMENTAL SER..
1515 W. 7th STREET, ROOM 400
LITTLE ROCK AR 72201
USA

Ols

1 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	WB
✓	4047099000	Misc Reven.	Cred...	150.00	383211	0610	HSC6101			
			Cred...							
			Cred...							
			Cred...							
			Cred...							
			Cred...							

Check fund and business area to ensure correct accounting information was derived.

Press the enter key for the business area and fund to be derived from the cost center. Check the information derived to ensure it is the correct fund.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Bline date 08/26/2005 Pmnt terms NT30 30 Days
Discount Days
Disc.base Days net
Amt to be calculated
Pmnt Method Pmnt Meth.Sup. Pmnt block Free for payment
Inv.ref.
Part. bank House bank
Payment Ref.
Reason cde 001

Customer
Address
DFA - INTERGOVERNMENTAL SER..
1515 W. 7th STREET, ROOM 400
LITTLE ROCK AR 72201
USA

Double-click anywhere on the G/L line to enter text to be printed on invoice.

1 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	WB
✓	4047099000	Misc Reven	Cred...	150.00	383211	0610	HSC6101			
			Cred...							
			Cred...							
			Cred...							
			Cred...							
			Cred...							

To enter text to be printed in the body of the customer invoice, double click anywhere on the GL line.



Document Goto Extras System Help

SAP

Correct G/L account item

More data

G/L account 4047099000 Miscellaneous Revenue
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 50.00 USD

☐ Calculate tax
☐ W/o cash disc.

Cost center 383211 Business area 0610
Fund HSC6101 Order
WBS element TP Fund

Trading part.BA
Assignment
Text

More
Long text

Click.

FB70 sapqas OVR

Click on the Long text button.



Document Goto Extras System Help

Correct G/L account item

More data

G/L account 4047099000 Miscellaneous Revenue
Company code ARK State of Arkansas

Long Text for Document Line Item

EN Notes

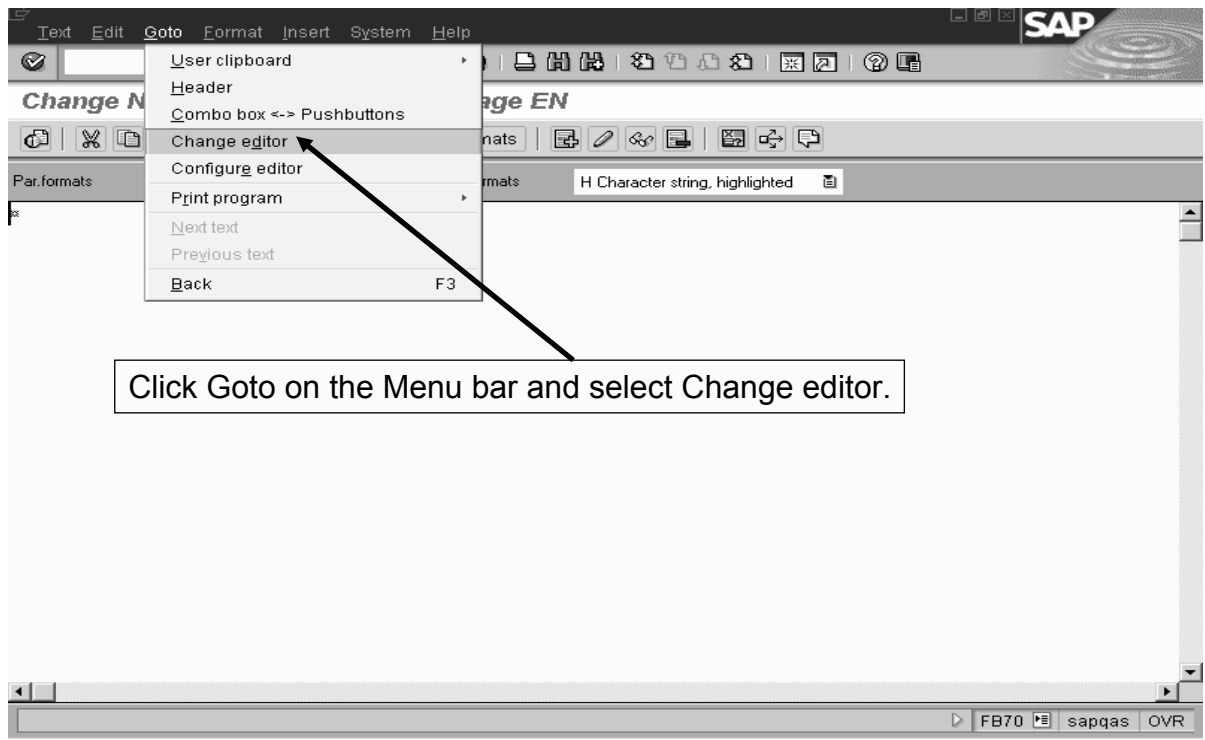
Click.

Assignment
Text

Long text

FB70 sapqas OVR

Click on the Editor icon.



Click Goto on the Menu bar and select Change editor.

Go to the Menu bar and select Go to > Change Editor.



Text Edit Goto Format Insert System Help

Change Notes: ARK 2003002 Language EN

Insert Line Format Page

.....1.....2.....3.....4.....5.....6.....7...

* This is an example for entering a customer invoice for
* classroom instruction. Please note that AASIS does
* not word wrap; therefore, do not go past 5.....+ when
* entering text here. You must also press enter
* before you get to 5.....+ to go to the next line.

Type in text you wish to appear on the invoice –
read text above.

DO NOT TYPE PAST THE 5.....+ MARK.
TEXT WILL NOT WRAP.

----- SYSTEM ----- Lines 1 - 5 / 5 -----

FB70 sapqas INS

The screen will display with a ruler across the top. Do not type past the 5.....+ mark as the text typed to the end of an individual line will not wrap on the printed invoice.

Include as much detail as desired in the text.

Click the back green arrow when finished. The text will be saved.



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... **Simulate** Change leading company code... Editing options

Transactn Invoice

Basic data Payment

Click to view before posting.

Bal. 0.00 Bal. is zero.

Customer Address
Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
USA

Ols
Bank acct
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Bu...	Order	WBS element	FM ...	Fun
✓	4047099000	<sc>Reven...	Cred...	150.00	0610				279
			Cred...						

FB70 sapqas INS

When line item entries are completed the Bal. field should indicate zero. This means the debits and credits for this document are equal.

The document can be simulated if desired.



Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Save

Doc.type : DR (Customer invoice) Normal document

Doc. number		Company code	ARK	Fiscal year	2003
Doc. date	03/06/2003	Posting date	03/06/2003	Period	09
Doc.currency	USD				

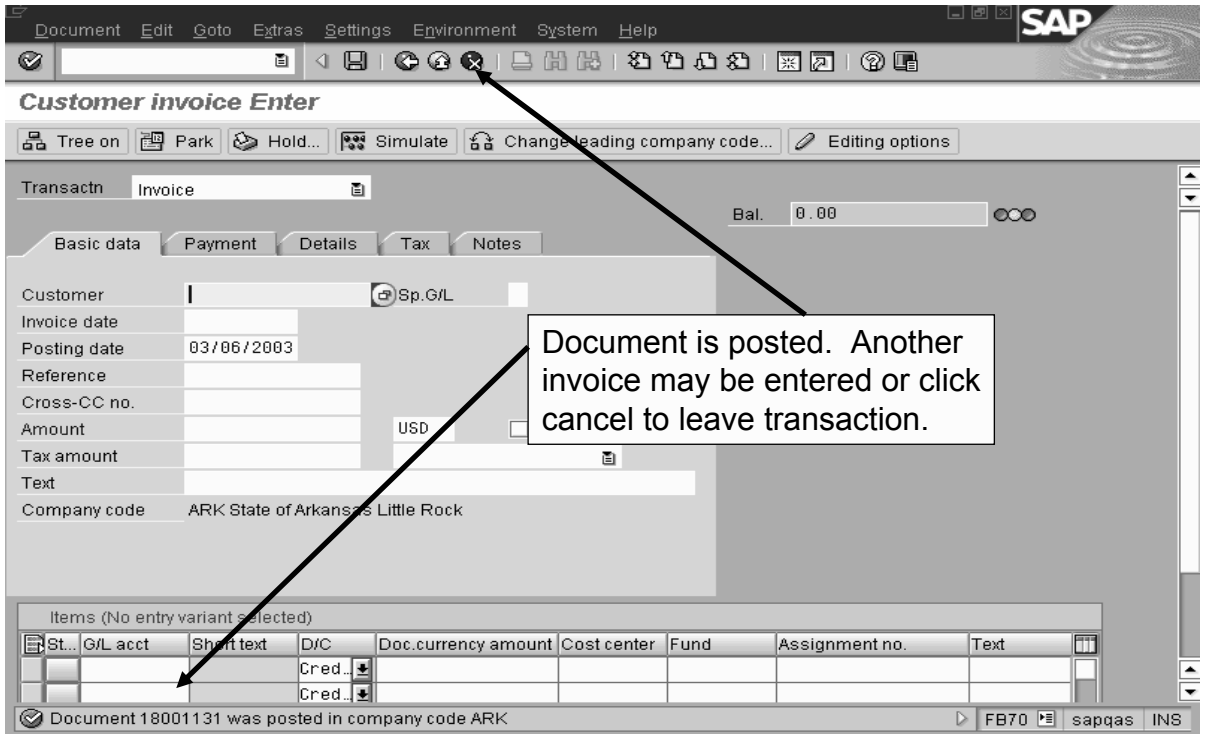
Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061005	Dept. of Computer S	0610		150.00		
2	50	4047099000	Misc Revenue	0610	HSC6101	150.00-	383211	Agency Accounts Receivable

FB70 sapqas INS

The document simulation displays the header information, customer line and GL line(s) to be posted.

To post the customer invoice, click on the post icon.

Note – Customer invoices can be posted or may be parked. Documents that are parked cannot be posted by the same user due to security.



The screenshot shows the SAP 'Customer invoice Enter' screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains icons for document actions. The main area is titled 'Customer invoice Enter' and includes buttons for Tree on, Park, Hold..., Simulate, Change leading company code..., and Editing options. The 'Transactn' field is set to 'Invoice'. The 'Bal.' field shows '0.00'. The 'Basic data' tab is active, displaying fields for Customer, Invoice date, Posting date (03/06/2003), Reference, Cross-CC no., Amount, Tax amount, Text, and Company code (ARK State of Arkansas Little Rock). A text box with the message 'Document is posted. Another invoice may be entered or click cancel to leave transaction.' is overlaid on the screen, with an arrow pointing to the 'Post' icon in the toolbar. Below the main form is an 'Items' table with columns: St..., G/L acct, Short text, D/C, Doc. currency amount, Cost center, Fund, Assignment no., and Text. The table contains two rows of data. At the bottom, a status bar indicates 'Document 18001131 was posted in company code ARK' and includes fields for FB70, sapgas, and INS.

Document is posted. Another invoice may be entered or click cancel to leave transaction.

St...	G/L acct	Short text	D/C	Doc. currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

Document 18001131 was posted in company code ARK

FB70 sapgas INS

The posted or parked document number will display at the bottom of the screen.

The transaction is ready to begin a new customer invoice.



CUSTOMER INVOICE ENTER – FB70 (with Sales Tax)

Transaction FB70 is used to enter a customer invoice.

The following example is entering a customer invoice containing one line item and applicable sales tax.



The screenshot shows the SAP 'Customer invoice Enter' screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for document actions. The main area has tabs for Basic data, Payment, Details, Tax, and Notes. The 'Basic data' tab is active, showing fields for Customer, Invoice date, Posting date (03/17/2003), Reference, Cross-CC no., Amount, Tax amount, Text, and Company code (ARK State of Arkansas Little Rock). A callout box labeled 'Select.' points to the 'Editing options' button in the top right corner of the main area.

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred..					
			Cred..					

FB70 sapqas OVR

Before entering a customer invoice with sales tax, the above steps must be completed. These steps will be done once and saved. These settings will only affect the transactions that are tax applicable with tax calculated on the sales amount.

From transaction FB70, select the Editing Options button.



The screenshot shows the SAP 'Accounting Editing Options' dialog box. It has a menu bar (Options, Edit, Goto, System, Help) and a toolbar. The 'Document entry' tab is active. A list of checkboxes is on the left, and a 'Default document currency' section is on the right. Annotations with arrows point to specific options: 'Check boxes, then save.' points to the top right; 'Check "Calculate taxes on net amount"' points to the 'Calculate taxes on net amount' checkbox; 'Check "Propose final amount"' points to the 'Propose final amount' checkbox. The status bar at the bottom shows 'Personal customizing for document display does not exist for user DCBOLANOS' and 'FB00 sapqas OVR'.

Options: Options Edit Goto System Help

Accounting Editing Options

Document entry

☐ No foreign currency
☐ Amount fields only for document currency
☐ Exchange rate from first line item
☐ No special G/L transactions
☐ Documents not cross-company code
☐ Documents must be complete for parking
☐ No partner business area in head.screen
☒ Calculate taxes on net amount
☐ Do Not Copy Tax Code
☐ Copy text for G/L account entry
☐ Fast entry via POR number
☐ Do not update control totals

Default document currency
☒ Local currency
☐ Last document currency used
☐ None

Check boxes, then save.

Check "Calculate taxes on net amount"

Check "Propose final amount"

Special options for single screen transactions
☐ Hide transaction
☒ Propose final amount
☐ D/C indicator as +/- sign
☐ Display periods
☐ Posting in special periods possible

Doc.type option Document type hidden
☐ Document date equals pstg date
☐ Complex search for vendor
☐ Propose last tax code
☐ Tax code: Only display short text

Personal customizing for document display does not exist for user DCBOLANOS

FB00 sapqas OVR

Check the "Calculate taxes on net amount" AND "Propose final amount" boxes.

This process is only completed the first time you enter an invoice with taxes.

Check the boxes "Calculate taxes on net amount" and "Propose final amount".

NOTE EXCEPTION: If the agency sales price includes tax **DO NOT** check the "Calculate taxes on net amount" box.



The screenshot shows the SAP 'Accounting Editing Options' screen. At the top is a menu bar with 'Options', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Accounting Editing Options' and contains several sections of checkboxes and options. A callout box with the text 'Click to return to previous screen.' has an arrow pointing to the back arrow icon in the toolbar. Another callout box with the text 'Message will appear.' has an arrow pointing to the status bar at the bottom, which displays 'The options were entered in the user master record'. The status bar also shows 'FB00', 'sapqas', and 'OVR'.

Options: Edit Goto System Help

Accounting Editing Options

Document entry

- ☐ No foreign currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☐ No partner business area in head screen
- ☒ Calculate taxes on net amount
- ☐ Do Not Copy Tax Code
- ☐ Copy text for G/L account entry
- ☐ Fast entry via POR number
- ☐ Do not update control totals

Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

With control display ☐

Special options for single screen transactions

- ☐ Hide transaction
- ☒ Propose final amount
- ☐ D/C indicator as +/- sign
- ☐ Display periods
- ☐ Posting in special periods possible

Doc.type option: Document type hidden

- ☐ Document date equals pstg date
- ☐ Complex search for vendor
- ☐ Propose last tax code

The options were entered in the user master record

FB00 sapqas OVR



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 600000056 Sp.G/L
Invoice date 09/28/2004 Reference
Posting Date 09/28/2004
Document type Customer invoice
Cross-CC no.
Amount USD ☒ Calculate tax
Text
Baseline date
Company Code ARK State of Arkansas Little Rock
Lot No.

Bal. 0.00

Customer
Enter customer number and invoice date.
Check the Calculate tax box.
Press enter or click Details tab.
DO NOT ENTER AMOUNT.
Not available

Enter:

- Customer Number
- Invoice Date
- **Leave amount field blank**
- Check the Calculate Tax Box
- Click on the Details Tab



Document Edit Goto Extras Settings Environment System Help

SAP

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data **Payment** Details Tax Notes

Assign. HeadText G/L account 1130001000

Bus. area 0610 Tr.part.BA

Ref.key 1 CreditArea

Ref.key 2

RefKey 3

Plg level Plan. day

Dunn.area Default dunnin Dunn.key Dunn.block

Customer

Address

Anything Goes Restaurant
2222 Mardi Gras Street
LITTLE ROCK AR 72202
USA
501 664-5268

Ols

Bank acct
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					

FB70 sapqas OVR

1. Enter Business area.

2. Click on Payment Tab

- Enter Business Area
- Click on the Payment Tab



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Bline date 09/28/2004 Pmnt terms NT30 30 Days
Discount Days
Disc.base Days net
Amt to be calculated
Pmt Method Pmnt Meth.Sup. Pmnt block Free for payment
Inv.ref.
Part. bank House bank
Payment Ref.
Reason cde 001

Customer
Address
ABC'S CHILD CARE
PO Box 335
ROYAL AR 71968
USA
Ols
Bank Acct.
Not available

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	W
✓	4048005000	Equipment ...	Cred...	100.00	383211	0610	HSC6101	S1		
			Cred...							

Enter Reason code.

Enter G/L acct, amount, Cost Center and Tax Code.

AASIS Support Center
Revised September, 2005

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Enter Reason Code (if applicable)

Enter the following fields on G/L line items: (Note: G/L line items can be entered from any tab.)

- G/L Account number
- Amount
- Cost Center
- Press the enter key. Check the fund and business for correct fund derivation.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Blne date 09/28/2004 Pmnt terms NT30 30 Days

Discount Days

Disc.base Days net

Amt to be calculated

Pmt Method Pmnt Meth.Sup. Pmnt block Free for payment

Inv.ref.

Part. bank House bank

Payment Ref.

Reason cde 001

Customer

Address

ABC'S CHILD CARE
PO Box 335
ROYAL AR 71968
USA

Ols

Bank Acct.
Not available

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	W
✓	4048005000	Equipment	Cred...	100.00	383211	0610	HSC6101	S1		
			Cred...							
			Cred...							

AASIS Support Center
Revised September, 2005

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- Enter Tax Code

A/R Tax Codes:

S0 – A/R Sales Tax Exempt

S1 – A/R Standard Sales Tax Rate

SX – A/R Sales Tax-No Max tax

(used to record summary sales that exceed \$2500)

Note: Tax Codes B1, C1, L1 and R1 are exception tax rates to be used only by Parks and Tourism at this time.



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... **Simulate** Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 000000056 Sp.G/L
Invoice date 03/17/2003
Posting date 03/17/2003
Reference
Cross-CC no.
Amount 106.63 USD ☐ Calculate tax
Paymt terms 30 Days net
Baseline date 03/17/2003
Company code ARK State of Arkansas Little Rock

Bal. 0.00

Address
Anything Goes Resta
2222 Mardi Gras Street
LITTLE ROCK AR 72202
USA
501 664-5268

Ols
Bank acct
Not available

Click to simulate.

Balance will be zero.

The gross amount of the invoice (including tax) will be displayed.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4048005000	Equipment	Cred...	100.00	383211	HSC6101		
			Cred...					

FB70 sapqas OVR

Click on the Basic Data Tab.

The Gross Amount of the invoice (including tax) will be displayed.

Click on the Simulate button to see and review the document postings.



Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.type : DR (Customer invoice) Normal document

Doc. number		Company code	ARK	Fiscal year	2003
Doc. date	03/17/2003	Posting date	03/17/2003	Period	09
Doc. currency	USD				

Item	PK	Account	Account short text	BA	Fond	Amount	Cost ctr	Text
1	01	6000000056	Anything Goes Resta	0610		106.63		Agency Accounts Receivable
2	50	4048005000	Equipment Rent	0610	HSC6101	100.00-	383211	
3	50	2120002000	Sales Tax AP			5.13-		
4	50	2120002000	Sales Tax AP			1.00-		
5	50	2120002000	Sales Tax AP			0.50-		

Review then post.

FB70 sapqas OVR

Review the document postings and if all is correct, post the document.



SAP

Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Customer Sp.G/L

Invoice date

Posting date 03/17/2003

Reference

Cross-CC no.

Amount USD Calculate tax

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Posting will occur with document assignment.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred..					
			Cred..					

Document 18001132 was posted in company code ARK FB70 sapqas OVR

The Customer Invoice document number will appear at the bottom of the screen.



CUSTOMER CREDIT MEMO – FB75

This transaction is used to reduce the amount of the original invoice.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L
Document date 09/30/2004 Reference 18001131
Posting Date 09/30/2004
Document type Customer credit ...
Cross-CC no.
Amount 50.00 USD ☐ Calculate tax
Tax amount
Text
Paymt terms Due immediately
Baseline date 09/30/2004
Company Code ARK State of Arkansas Little Rock
Lot No.

Customer
Address
DFA - Intergovernmental Services
1515 West 7th Street, Room 417
LITTLE ROCK AR 72201
USA

Bal. 50.00 -

0 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	W
			Debit							
			Debit							

Enter Customer number, Document date, Amount and Reference number. Press enter or click Details tab.

Enter:

- Customer number
- Document date
- Amount to be credited
- Reference – The Invoice Document Reference number entered here will appear in the header data on the Customer Credit Memo document.
- Click on the Details tab

Note: you will have to enter Invoice Document number again on the Payment Tab.



Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Basic data Payment Details Tax Notes

Assign. G/L account 1140001000

HeadText

Bus. area 0610 Tr.part.BA

Ref.key 1 CreditArea

Ref.key 2

RefKey 3

Plg level

Dunn.area Default dunnin

Customer Address

Dept. of Computer Systems

6th Street

LITTLE ROCK 72201

USA

Enter Business area then select Payment tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

FB75 sapqas INS

Enter:

- Business Area
- Click on the Payments Tab.



Document Edit Goto Extras Settings Environment System Help **SAP**

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Basic data Payment Details Tax Notes

Blind date 03/28/2003 Pmnt terms Days
Discount Days
Disc.base Days net
Amt to be calculated
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment
Inv.ref. 18001131
Reason cde 001

Customer
Address
Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
USA

House bank

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

FB75 sapqas INS

Enter the original invoice document number and Reason code. Press enter.

Enter:

- Reason Code – Enter the 3 digit code or select from drop down menu.
- Inv. Ref – Enter the Customer Invoice Document Number to be credited.
- Press Enter.



Document Edit Goto Extras Settings Environment System Help

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Basic data Payment Details Tax Notes

Blinc date 03/06/2003 Pmnt terms NT30 30 Days
Discount Days
Disc.base Days net
Amt to be calculated
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment
Inv.ref. 18001131 2003 1
Reason cde 001 House bank

Customer
Address
Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
USA
Ols
Bank acct
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Debit					
			Debit					

! Data was copied

FB75 sapqas INS

Warning message will appear, press enter.



Document Edit Goto Extras Settings Environment System Help **SAP**

Customer credit memo Enter

Tree on Park Hold... Simulate Change leading company code... Editing options

Transactn Credit memo

Basic data Payment Details Tax Notes

Blinc date 03/06/2003 Pmnt terms NT30 30 Days
Discount Days
Disc.base Days net
Amt to be calculated
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment
Inv.ref. 18001131 2003 1 House bank
Reason cde 001

Customer
Address
Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
USA
Ols
Bank acct
Not available

Enter G/L acct, amount and Cost Center.
Press enter, check fund and BA derived.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
	4047099000		Debit	50.00	383211			
			Debit					

FB75 sapqas INS

On the Items lines enter:

- G/L account – Revenue account used on the original invoice
- Cost Center – Cost center used on the original invoice
- Hit the enter key
- Fund – Check the fund derived. Fund **must** be the same as was used on the original invoice.

Note: You will have to Green Check thru the “Invoice Reference Missing” warning. This is a reminder that the Invoice Reference Number must be entered on the Payment Tab



Document Edit Goto Extras Settings Environment System Help **SAP**

Customer credit memo Enter

Tree on Park Hold... **Simulate** Change leading company code... Editing options

Basic data Payment Details Tax Notes

Blinc date 03/06/2003 Pmnt terms NT30 30 Days Days
Discount
Disc.base
Amt to be calculated
Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment
Inv.ref. 18001131 2003 1
Reason cde 001
House bank

Customer
Address
Dept. of Computer Systems
h Street
LITTLE ROCK 72201
USA
Ols
Bank acct
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4047099000	Misc Reven...	Debit	50.00	383211	HSC6101		
			Debit					
			Debit					

FB75 sapqas INS

Click the Simulate Button to review the document before posting.
Again, you will have to Green Check thru the "Invoice Reference Missing" reference.



Document overview Edit Goto Settings System Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.type : D6 (Customer credit memo) Normal
Doc. number Company code ARK Fiscal year 2003
Doc. date 03/28/2003 Posting date 03/28/2003 Period 09
Doc.currency USD

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	11	998061005	Dept. of Computer S	0610		50.00		Agency Accounts Receivable
2	40	4047099000	Misc Revenue	0610	HSC6101	50.00	383211	

FB75 sapqas INS

Review, click to park

Review Document.

If all is correct, click the Park Icon.



Document Edit Goto Extras Settings Environment System Help

Enter Customer Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 0.00

Basic data Payment Details Tax Notes

Customer Sp.G/L
Document date 09/12/2005 Reference
Posting Date 09/12/2005 Period 3
Document type Customer credit m.
Cross-CC no.
Amount USD Calculate tax
Tax amount
Text
Company Code ARK State of Arkansas Little Rock
Lot No.

Document parked

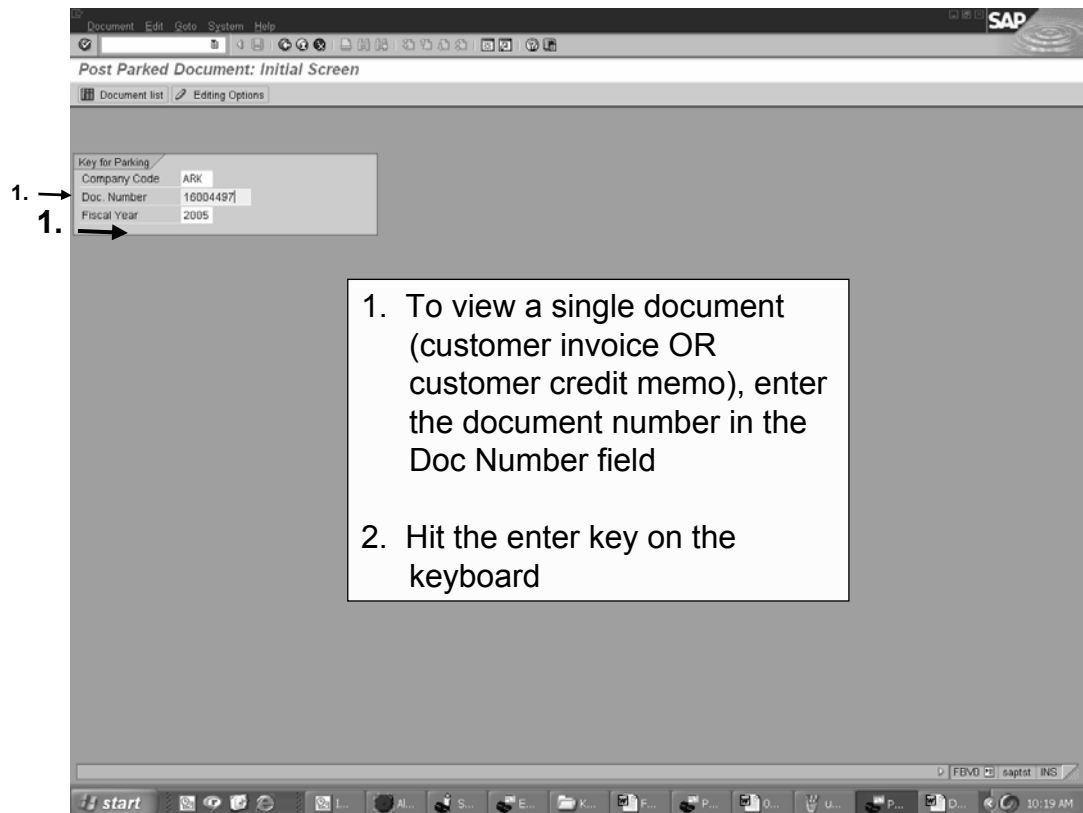
0 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Busi...	Fund	Tax code	Order	WB
			Debit							
			Debit							
			Debit							

Document 16004500 ARK was parked

Message will display the parked document number.

The parked document will have to be posted by another user.



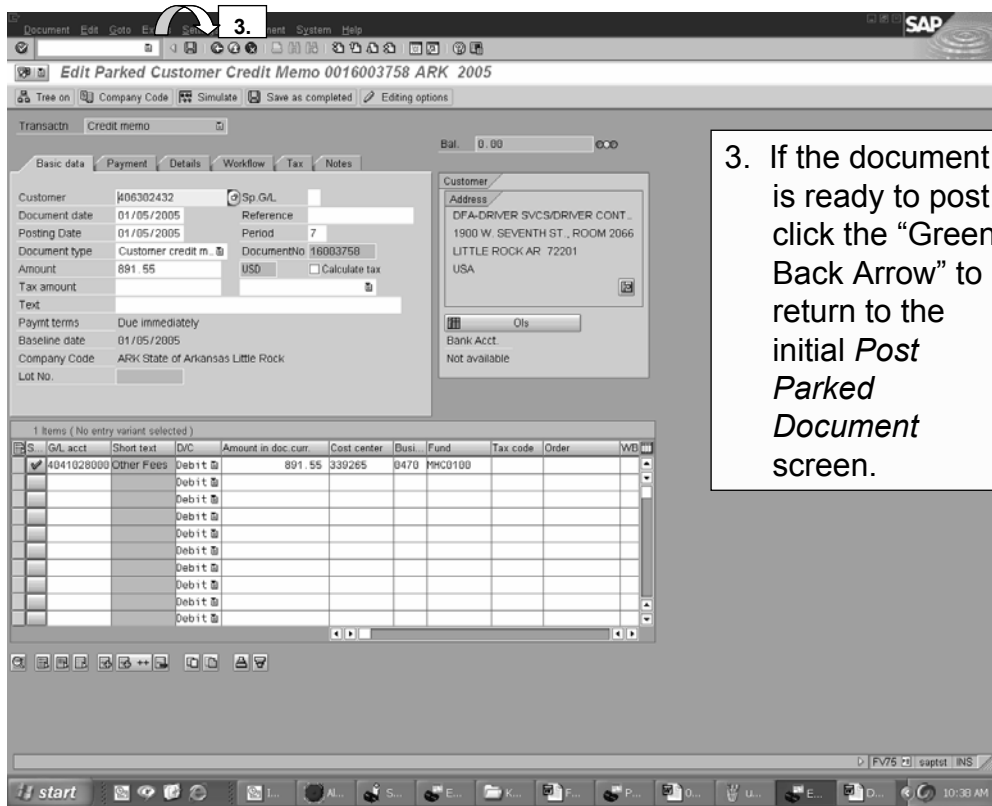
Transaction FBV0 is used to post parked customer invoices AND parked customer credit memos.

As previously stated, transaction FB75, Create Customer Credit Memos, is restricted and only allows the user to PARK a credit memo. Transaction FB70, Create Customer Invoice, is NOT restricted and allows a user to Park and/or Post a customer invoice.

IMPORTANT NOTE: As part of the internal control security, a parked document can not be posted by the user who created the original entry nor by the user who made the last change to the document.

It is **CRITICAL** to remember that even though transaction FBV0 allows a user to *review* a parked customer document prior to posting, the reviewer should **NOT** make changes or revisions to the customer document itself. The system will not allow the reviewer to post a customer document that has been changed by the reviewer using FBV0.

The following provides instructional information, with screen shots, for how to complete the transaction FBV0.



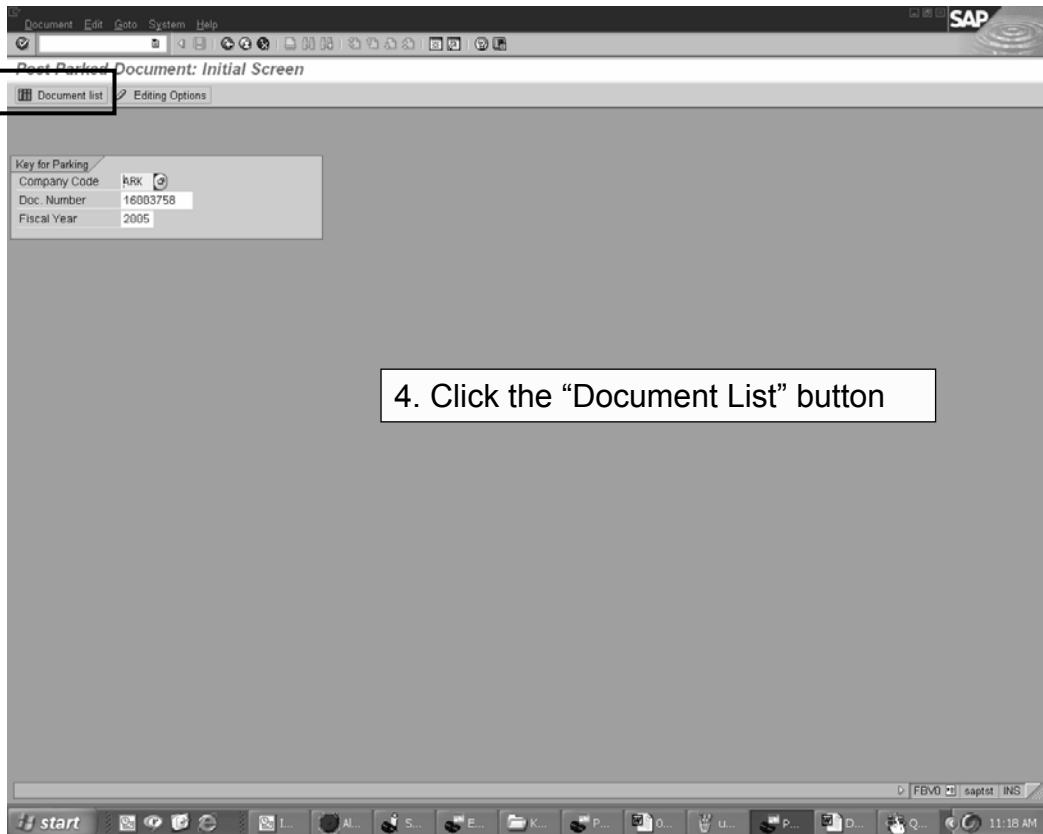
3. If the document is ready to post, click the “Green Back Arrow” to return to the initial *Post Parked Document* screen.

The parked customer document with the corresponding document number will display for review and/or change. *(Remember, if a change is made to parked customer document, the user making the change from this transaction will NOT be able to post it.)*

Instead, notify the user who created the parked customer document to make the necessary changes and then review it again before POSTING.



4.



Message will display the parked document number.

The parked document will have to be posted by another user.



6.

5.

5. Complete the following fields:

Document Number – Optional, to view a single customer document or a specific range of customer documents enter the document number(s).

Fiscal Year – Enter the current fiscal year

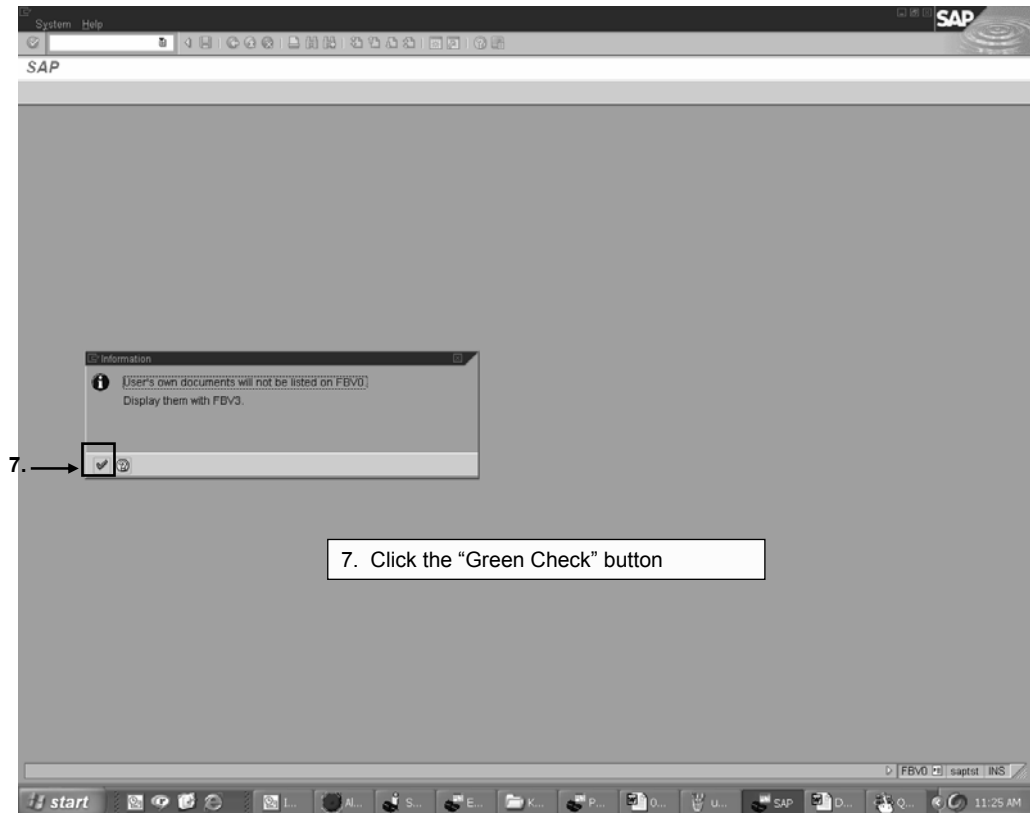
Posting Date – Optional, to view parked customer documents parked with a specific posting date(s), enter the posting date or posting date range.

Document Type – Enter DG for Credit Memos; Enter DR for Customer Invoices

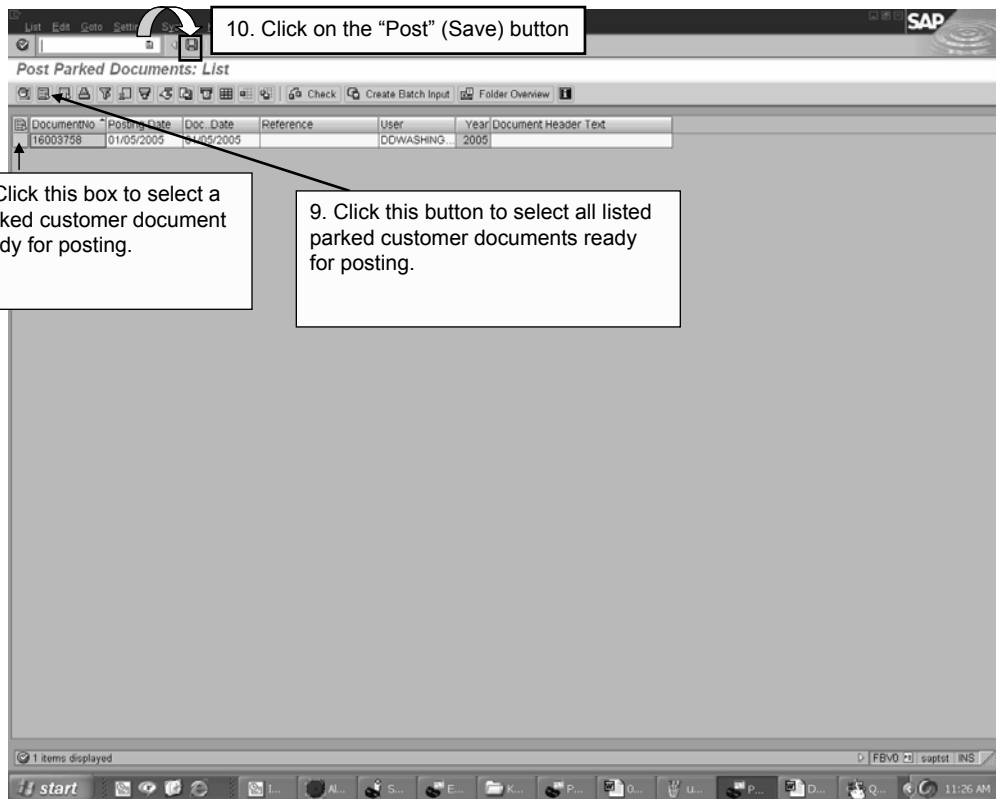
Business Area – Enter the business area information

6. Click the “Execute” button

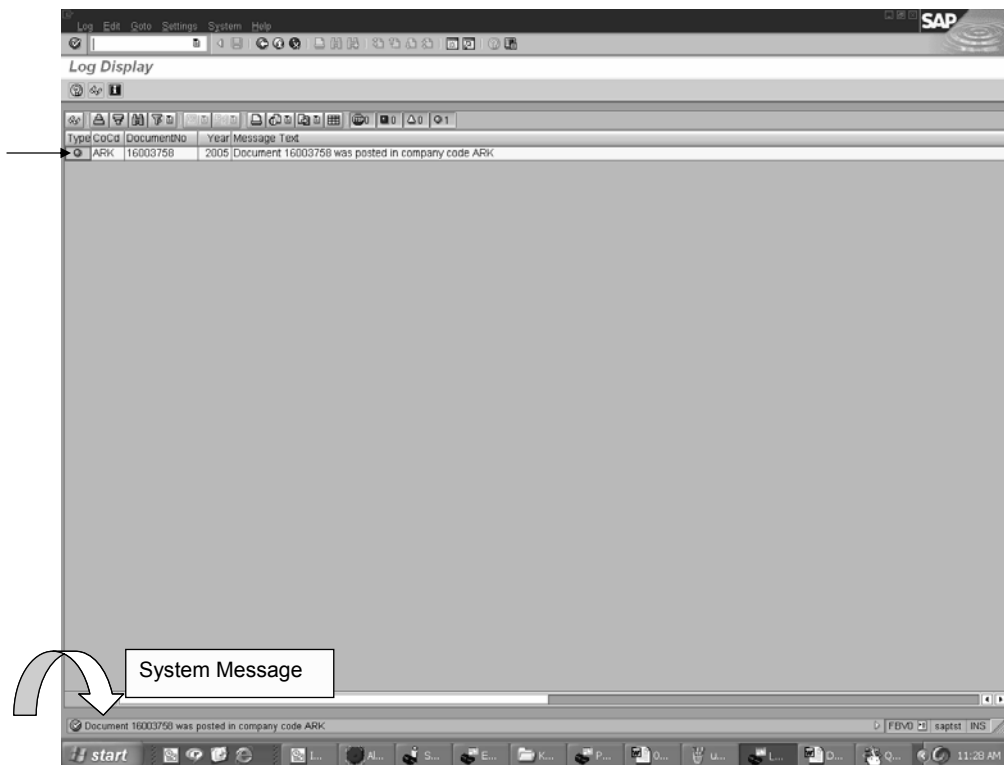
Note: By entering only the fiscal year, document type and business area, the document list will display all parked customer documents.



The message will display "User's own documents will not be listed on FBV0." This is a system reminder of the internal security controls for parked customer documents mentioned previously.



A list of parked customer documents displays.



A successful posting is noted by a green dot under the “Type” field and a system message displays (system message illustrated below).

An unsuccessful posting is noted by a red dot under the “Type” field and the a message displays with an explanation for why the document will not post (not illustrated below)



CUSTOMER INVOICE AND CREDIT MEMO POST PARKED DOCUMENT – FBV0

Transaction FBV0 is used to post parked customer invoices and credit memos.

Transaction FB75, Create Customer Credit Memo, is restricted to park and post functionality. Transaction FB70, Create Customer Invoice is not restricted so it may be parked or posted when executed.

IMPORTANT – As part of the internal control security, a parked document can not be posted by the user who created the original entry NOR by the user who made the last change to the document. Therefore, if the reviewer/poster discovers an error, the correction should be made by the user who originally parked the document. The reviewer can then go back and post the document.

The following provides instruction on transaction FBV0 – Post Parked Document.



Transaction FBV0 – POST PARKED DOCUMENT

Post Parked Document: Initial Screen

Document list | Editing Options

Key for Posting:

Company Code	AFK
Doc. Number	100044807
Fiscal Year	2005

Type in Document Number

FBV0 | SAPNET | INS

Enter Parked document number, if known.

Hit the enter key.



Document Edit Go Help Settings Environment System Help

Edit Parked Customer Credit Memo 0016003758 ARK 2005

Tree on Company Code Simulate Save as completed Editing options

Transactn Credit memo

Basic data Payment Details Workflow Tax Notes

Customer #06302432 Sp.G/L
Document date 01/05/2005 Reference
Posting Date 01/05/2005 Period 7
Document type Customer credit m. Documentno 16003758
Amount 891.55 USD Calculate tax
Tax amount
Test
Payment terms Due immediately
Baseline date 01/05/2005
Company Code ARK State of Arkansas Little Rock
Lot No.

Customer Address
DFA-DRIVER SVCSDRIVER CONT.
1950 W. SEVENTH ST., ROOM 2086
LITTLE ROCK AR 72201
USA

Bank Acct.
Not available

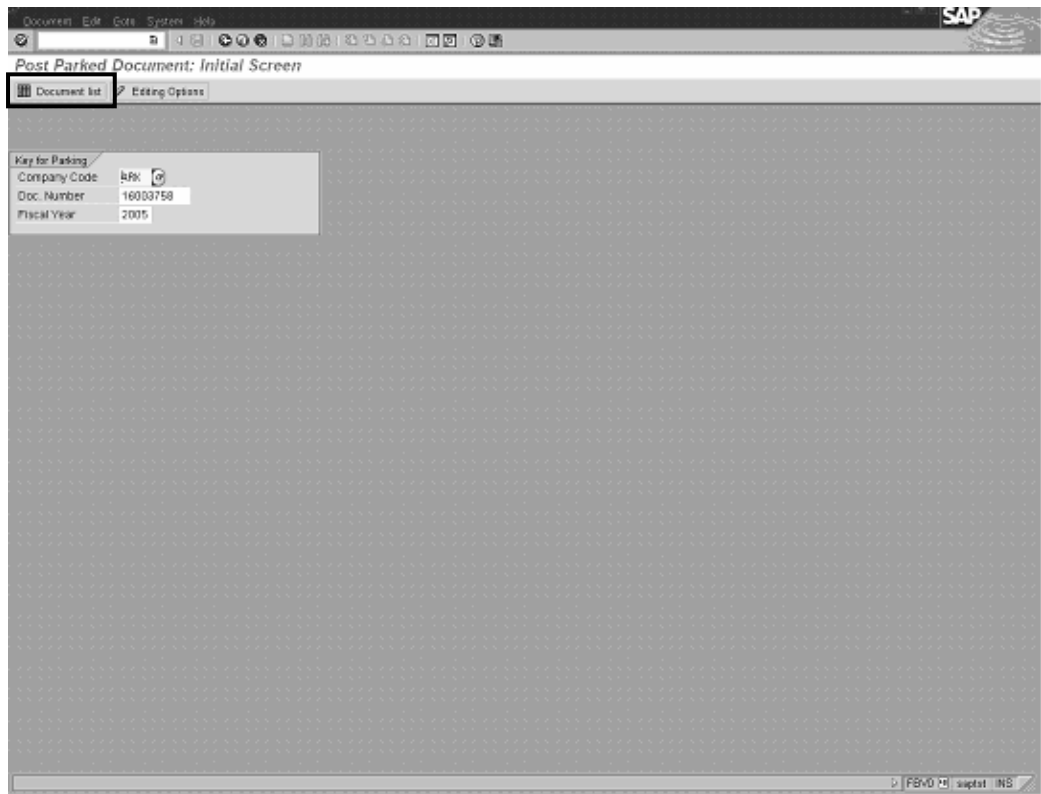
1 items (No entry is yet selected)

S	GL acct	Short text	DVC	Amount in doc. cur.	Cost center	Bus.	Paid	Tax code	Order	WB
	4241008000	Other Fees	Debit	891.55	339265	0470	MM00100			
			Debit							
			Debit							
			Debit							
			Debit							
			Debit							
			Debit							
			Debit							
			Debit							

FV75 * * * sapnet INS

The posted document will be displayed. Fields can be changed, however, REMEMBER, a saved change blocks the user from the ability to then POST the document. Notify the user that initially parked the document of the corrections to be made. Then review again.

If the document is ready to post, click the green back arrow to return to the initial *Post Parked Document* screen.



Click on the Document List button.



Program: Edit: Edit: System: Help

List of Parked Documents

Company code: ARK to

Document number: 16003758 to

Fiscal year: 2005 to

General Selections:

Posting date: to

Document date: to

Document type: DG to

Reference: to

Document header text: to

Entered by: to

Business area: 0470 to

Processing Status:

Enter release: to

Complete: to

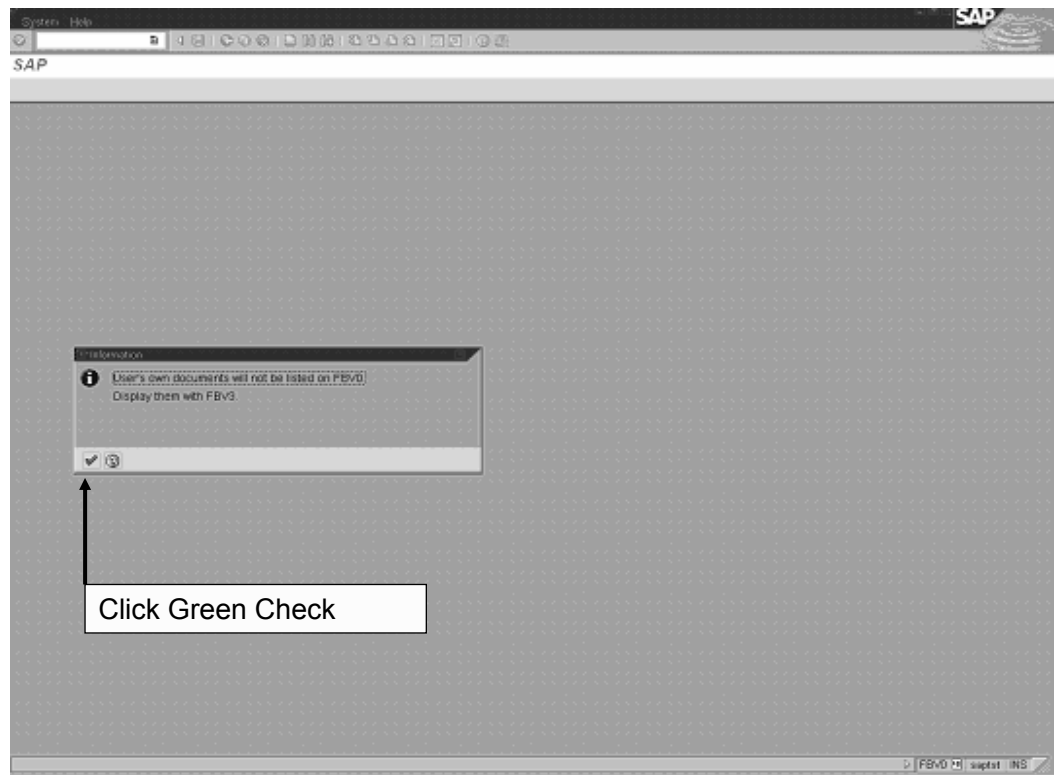
Released: to

FBV0 sapstat INS

Complete the following fields:

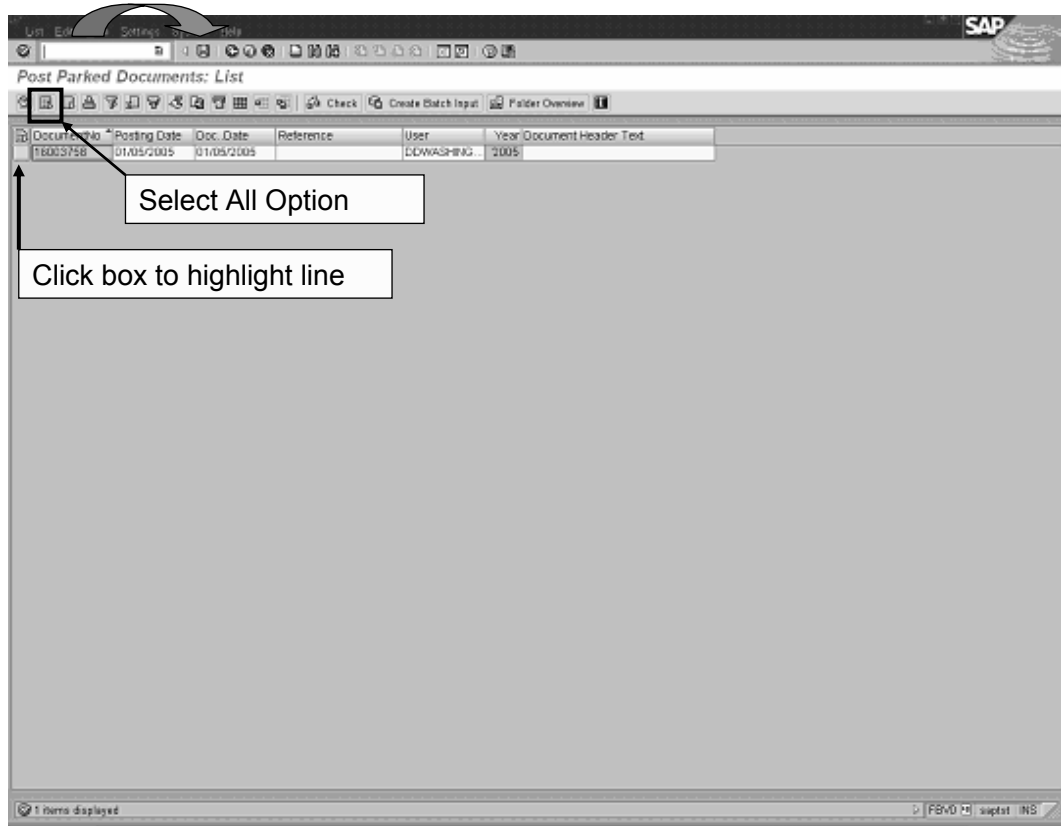
- Document Number – Optional
- Fiscal Year – Current Fiscal Year
- Posting Date – Optional, use to view customer documents parked on a specific date or range of dates.
- Document Type – DG for Customer Credit Memos, DR for Customer Invoices
- Business Area – Required
- Click the Execute icon.

NOTE: Enter as much information as possible to restrict the document list to those you need to review and post.



A message box will display indicating “User’s own documents will not be listed on FBV0”

- Click the green check

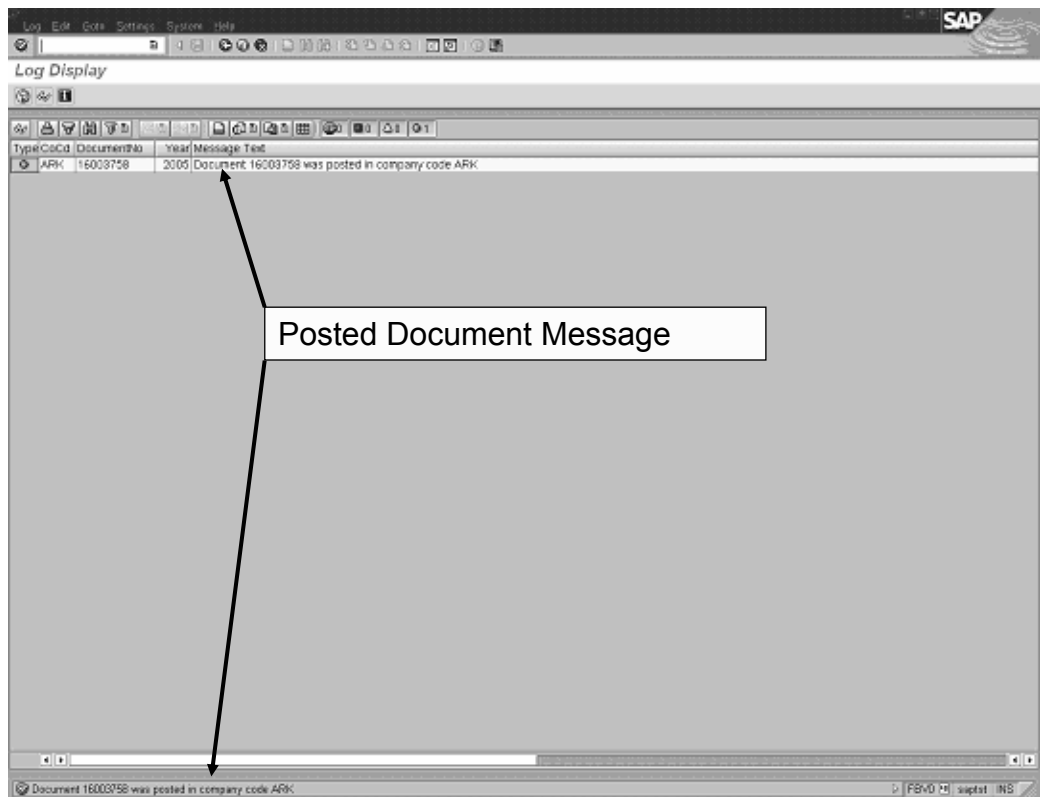


If a single document number was entered, only one document line will be displayed. To post, highlight the line by clicking on the left side box.

To select all documents displayed, click on the Select All icon.

Multiple single lines can be selected by clicking on the left side box while holding the Ctrl key on the keyboard.

When the appropriate line items are highlighted, click on the Save/Post disk icon.



A successful posting is noted by a green dot under the “Type” field and a system message displays the posted document number.

An unsuccessful posting is noted by a red dot under the “Type” field and the message displays and explanation for why the document will not post.



CUSTOMER INVOICE AND CREDIT MEMO PRINT PROGRAM - ZINVC

Transaction ZINVC is used to print customer invoices and credit memos. The customer invoice and credit memo can be previewed prior to printing. ZINVC will print of a single invoice or credit memo, select invoices and credit memos, invoices and credit memos for a single customer, select customers, a range of customers or all customers.

Selection criteria for printing invoices may also be determined by dates. Multiple copies may be selected at the time of printing or the user may run the same print job again if necessary.



Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code, User and Form Name will default.

Company Code: ARK
Accounting Clerk:
User: DCBOLANOS
Business Area:
Document Date: to
Document Number: to
Customer Number: to
Printer:
Form Name: ZZ_FARINVCREDIT
☐ Print Preview

Invoice From:
Remmit To:

ZINVC sapqas OVR

If more than one user or a different user posted invoices, the User name must be deleted.

If printing invoices or credit memos created by users other than yourself, remove your name from the User field.



Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code: ARK

Accounting Clerk: to

User: DCBOLANOS

Business Area: 0610

Document Date: to

Document Number: to

Customer Number: to

Printer: pm0hp

Form Name: ZZ_FARINVCREDIT

☒ Print Preview

Invoice From: DEPARTMENT OF FINANCE & ADMINISTRATION

Remmit To: DFA

Enter your Business Area and the network printer where the invoices will print.

Enter in Invoice From and Remmit to field by selecting your agency from the possible entries icon.

ZINVC sapqas OVR

Enter selection parameters to print specific invoice(s)/credit(s) memos.

- Document date – Documents posted on a specific date
- Document number – Limit to one specific document
- Customer number – Limit to one (or more) specific customers
- Business Area – Required entry
- Press enter –The Invoice From and Remit to fields will open
- Select the appropriate addresses for the invoices

Note – Leaving all fields blank will print **ALL** open documents the user has created.



Execute.

Company Code: ARK
Accounting Clerk:
User: DCBOLANOS
Business Area: 0610
Document Date:
Document Number:
Customer Number:
Printer: pm0hp*
Form Name: ZZ_FARINVCREDT
☒ Print Preview

Check Print Preview if you wish to view invoices prior to printing. If not, leave unchecked and invoice(s) will print upon execution.


Invoice From:
Remmit To:
ZINVC sapqas OVR

Enter an AASIS system printer in the Printer field. Using YPCC as your default printer can cause formatting problems when the invoice and/or credit memo prints.



Text Edit Goto System Help

Print Preview for PM0H Page 00006 of 00010



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Accounting
P.O. Box 1234
1234 Capitol Avenue
Little Rock, AR 72203
(501) 682-1000/Fax (501) 682-1001
www@dfa.com.ar

Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
US

Agency Accounts Receivabl

INVOICE
18001138

CUSTOMER: 998061005
DATE: 04/08/2003
DUE DATE: 05/08/2003
REFERENCE:

DESCRIPTION	AMOUNT
This is an example of the information that will be printed on the invoices. Remember before you get to 5.....+ to press return so that all of the information will print on the invoice.	\$150.00

Scroll down to see the bottom of the invoice.

ZINVC sapqas OVR

Print previewing is an optional step.



Text Edit Goto System Help

SAP

Print Preview for PM0H Page 00006 of 00010

This is the bottom half of the invoice
and will be printed with the top half.

TOTAL AMOUNT	\$ 150.00
---------------------	------------------

TO ENSURE PROPER CREDIT, RETURN A COPY OF THIS INVOICE WITH YOUR PAYMENT.
INCLUDE THIS INVOICE NUMBER ON YOUR CHECK AND REMIT TO:

DFA
Little Rock
AR 72211
(501) 682-0095


ZINVC sapqas OVR



Text Edit Goto System Help

Print Preview for PM0H Page 00006 of 00010

Next page Page down



DEPARTMENT OF FINANCE & ADMINISTRATION
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P.O. Box 1234
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www.dfa.com.ar

Dept. of Computer Systems
6th Street
LITTLE ROCK 72201
US

INVOICE
18001138

CUSTOMER: 998061005
DATE: 04/08/2003
DUE DATE: 05/08/2003
REFERENCE:

Agency Accounts Receivabl

DESCRIPTION	AMOUNT
This is an example of the information that will be printed on the invoices. Remember before you get to 5.....+ to press return so that all of the information will print on the invoice.	\$150.00

ZINVC sapqas OVR

To view the next invoice (document) click the page icons on the technical toolbar or press page up/page down on your keyboard.

If the same **INVOICE** number appears when you select “next page” your invoice will be **PRINTED** on two pages. Change the printer selection to a network printer in your work area.

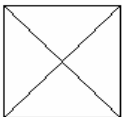
The **INVOICE** number should change to the next number in sequence when you go to another page.



Text Edit Goto System Help

SAP

Print Preview for PM0H Page 00007 of 00010



**DEPARTMENT OF FINANCE
ADMINISTRATION**
Office of Accounting
PO Box 1234
1234 Capitol Avenue
Little Rock, AR 72203
(501) 682-1000/Fax (501) 682-1001
www@dfa.com.ar

After review, click back to initial screen.

INVOICE
18001139

Dept. of Emergency Planning
7th Street
LITTLE ROCK 72201
US

CUSTOMER: 998061003
DATE: 04/08/2003
DUE DATE : 05/08/2003
REFERENCE:

ZINVC sapqas OVR

Click on the back green arrow to return to the initial selection screen for printing.



Program Edit Goto System Help

Customer Invoice and Credit memo Print Program

Company Code: ARK
Accounting Clerk: to
User: DCBOLANOS
Business Area: 0610
Document Date: to
Document Number: to
Customer Number:
Printer:
Form Name: ZZ_FARINVCREDIT
☐ Print Preview
Invoice From: DEPARTMENT OF FINANCE & ADMINISTRATION
Remmit To: DFA

Uncheck Print Preview, then execute to print invoices.

ZINVC sapqas OVR

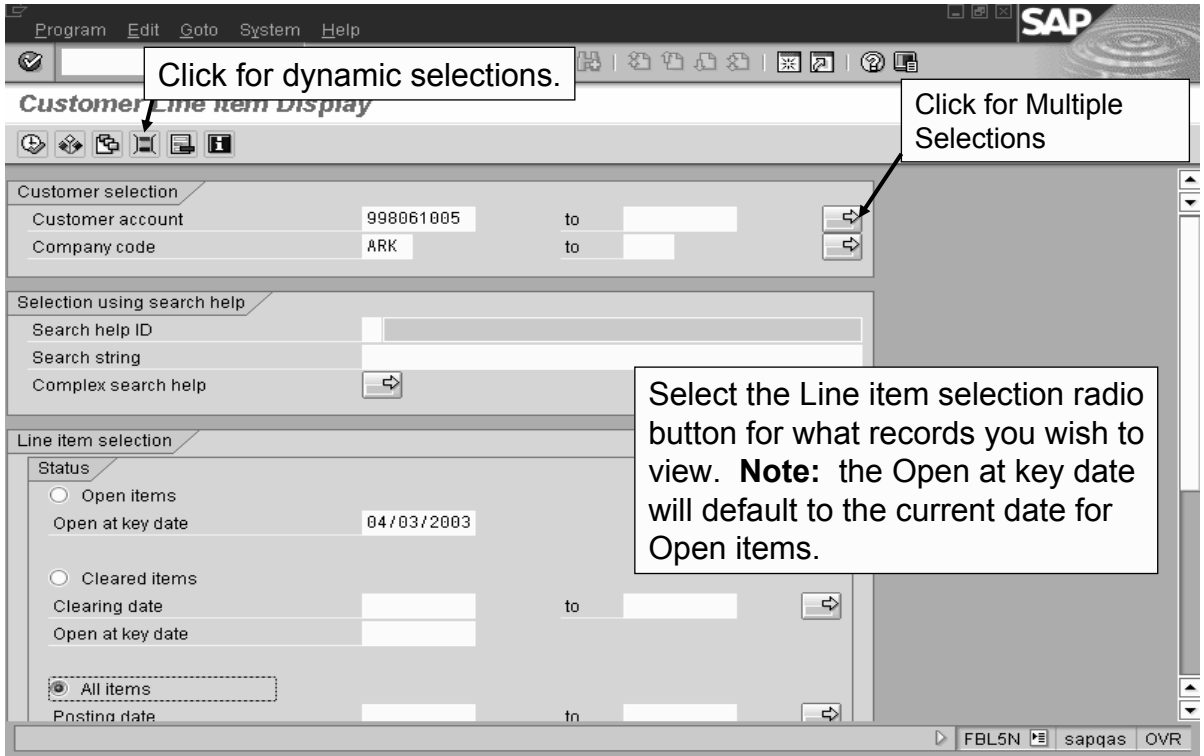
- Remove the check from the Print Preview box
- Click on the Execute icon
- Forms will be printed.



CUSTOMER LINE ITEM DISPLAY – FBL5N

Transaction FBL5N is a report of customer line items. Customer line items can be displayed by individual customer(s) or by business area. The report can be generated for open items, cleared items or all items. The report can also be generated for a specific posting date or range of dates.

- Open items – Items that have not yet been cleared
The current date defaults as the proposed key date. This can be changed to report open items as of a specific date.
- Cleared items – Items that have been cleared by a payment or credit memo.
The report can be generated for items cleared as of a specific date or all documents cleared for a specific date range.
- All items – Open and cleared items
The report can be generated for all open items within a specific date range. Selecting All items with no date range will generate a report of all items posted to the customer(s) account.



The screenshot shows the SAP 'Customer Line Item Display' interface. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Customer selection:** Fields for 'Customer account' (998061005) and 'Company code' (ARK), each with a 'to' field and a selection icon. An annotation 'Click for dynamic selections.' points to the first selection icon.
- Selection using search help:** Fields for 'Search help ID', 'Search string', and 'Complex search help' with a selection icon.
- Line item selection:** A 'Status' section with radio buttons for 'Open items', 'Cleared items', and 'All items' (which is selected). Below 'Open items' is an 'Open at key date' field (04/03/2003). Below 'Cleared items' are 'Clearing date' and 'Open at key date' fields. Below 'All items' is a 'Posting date' field. Each of these date fields has a selection icon. An annotation 'Click for Multiple Selections' points to the selection icon next to the 'Open at key date' field under 'Open items'. Another annotation 'Select the Line item selection radio button for what records you wish to view. **Note:** the Open at key date will default to the current date for Open items.' points to the 'All items' radio button.

The status bar at the bottom shows 'FBL5N', 'sapqas', and 'OVR'.

- Customer account – A single customer account or range of customer accounts can be entered. Click on the multiple selections icon to enter a list of customer numbers.
- Business Area – click on the Dynamic Selections icon.



The screenshot shows the 'Customer Line Item Display' window. A callout box labeled 'Click Execute' points to the execute icon in the top toolbar. Another callout box labeled 'Scroll down to the Business Area field. Enter in your Business area.' points to the 'Business Area' field in the 'Dynamic selections' box, which contains the value '0610'. A large curved arrow on the right side of the window indicates scrolling down.

Customer Line Item Display

Program Edit Goto System Help

Activate worklist Data Sources

Dynamic selections

Document Date	
Currency	
Document type	
Posting Key	
Business Area	0610
Amt.in loc.cur.	
Amount	
Payment method	
Dunning block	

Customer selection

Customer account 998061005 to

Company code ARK to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Status

☒ Open items

Open at key date 08/29/2005

☐ Cleared items

Clearing date to

Open at key date

☐ All items

- Scroll down in the Dynamic selections box to the Business Area field.
- Enter your Business Area
- Click on the execute icon



SAP

List Edit Goto Environment Settings System Help

Customer Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
Due date: ☒ Overdue ☐ Due ☐ Not due

Customer 998061005
Company code ARK
Name Dept. of Computer Systems
City LITTLE ROCK

St	Assignment	Doc. no.	Ty	Doc. date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
<input checked="" type="checkbox"/>	18000437	18000437	DR	06/30/2002	<input checked="" type="checkbox"/>		125.00	USD		Gift certificates
<input checked="" type="checkbox"/>	18000438	18000438	DR	06/01/2002	<input checked="" type="checkbox"/>		23.00	USD		Agency Accounts Re
<input checked="" type="checkbox"/>	18000442	18000442	DR	06/01/2002	<input checked="" type="checkbox"/>		23.00	USD		
<input checked="" type="checkbox"/>	18000490	18000490	DR	06/01/2002	<input checked="" type="checkbox"/>		28.00	USD		
<input checked="" type="checkbox"/>	18000605	18000605	DR	06/01/2002	<input checked="" type="checkbox"/>		39.13	USD		
<input checked="" type="checkbox"/>	18000793	18000793	DR	07/03/2002	<input checked="" type="checkbox"/>		60.00	USD		Agency Accounts Re
<input checked="" type="checkbox"/>	18000798	18000798	DR	07/03/2002	<input checked="" type="checkbox"/>		60.00	USD		
<input checked="" type="checkbox"/>	18000817	18000817	DR	07/08/2002	<input checked="" type="checkbox"/>		130.00	USD		INTER-AGENCY TRAIN
<input checked="" type="checkbox"/>	18000908	18000908	DR	07/05/2002	<input checked="" type="checkbox"/>		65.00	USD		
<input checked="" type="checkbox"/>	18000967	18000967	DR	07/17/2002	<input checked="" type="checkbox"/>		88.29	USD		
<input checked="" type="checkbox"/>	18001087	18001087	DR	08/26/2002	<input checked="" type="checkbox"/>		610.00	USD		
<input checked="" type="checkbox"/>	18001131	18001131	DR	04/01/2003	<input checked="" type="checkbox"/>		150.00	USD		Rent

FBL5N sapqas OVR

Note the symbols at the top of the list to indicate the status of the invoice.



Customer Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
Due date: ☒ Overdue ☐ Due ☐ Not due

Customer: 998061005
Company code: ARK
Name: Dept. of Computer Systems
City: LITTLE ROCK

St	Assignment	Doc. no.	Ty	Doc. date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18001135	18001135	DR	04/02/2003			25.00	USD		Rent
<input type="checkbox"/>	<input checked="" type="checkbox"/> Manual clearing	18000579	DR	06/02/2002			99.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> USER ENTER ASGNMNT	18000476	DR	06/01/2002			17.50	USD		
							1,542.92	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 14000014	14000014	DZ	07/03/2002			121.59-	USD	14000014	DHS Magazine subsc
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000791	18000791	DR	07/03/2002			60.00	USD	14000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000792	18000792	DR	07/01/2002			61.59	USD	14000014	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000476	14000039	DZ	09/25/2002			17.50-	USD	14000066	4048025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000476	14000066	DZ	09/25/2002			17.50	USD	14000066	4048025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000687	18000687	DR	06/01/2002			5,000.00	USD	18000688	Agency Accounts Re

FBL5N sapqas OVR

Scroll down to see the total of all outstanding balances and to view the cleared invoices.



Customer Line Item Display

Status: ☒ open ☐ Overdue ☐ Parked ☐ Due ☐ Cleared ☐ Not due

Customer: 998061005
Company code: ARK
Name: Dept. of Computer Systems
City: LITTLE ROCK

To display a specific document, double click on the row or highlight and click the glasses icon.

St	Assignment	Doc. no.	Ty	Doc. date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000793	DR	07/03/2002			60.00	USD		Agency Accounts Re
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000798	DR	07/03/2002			60.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000817	DR	07/08/2002			130.00	USD		INTER-AGENCY TRAIN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000908	DR	07/05/2002			65.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18000967	DR	07/17/2002			88.29	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18001087	DR	08/26/2002			610.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18001131	DR	04/01/2003			150.00	USD		Rent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18001135	DR	04/02/2003			25.00	USD		Rent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manual clearing	DR	06/02/2002			99.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	USER ENTER ASGNMNT	DR	06/01/2002			17.50	USD		
*	<input checked="" type="checkbox"/>						1,542.92	USD		

FBL5N sapqas OVR



Document Edit Goto Extras Environment System Help

SAP

Display Document: Line Item 001

Customer: 998061005 Dept. of Computer Systems G/L acc: 1140001000
CoCode: ARK 6th Street
State of Arkansas LITTLE ROCK Doc. no.: 18000476

Line Item 1 / Invoice / 01
Amount: 17.50 USD
Tax code: S0

Additional details

Bus. area: 0900	Disc. amount: 0.00 USD
Disc. base: 17.50	Days/percent: 30 0.000 % 0 0.000 % 0
Payt terms: NT30	Invoice ref.: / / 0
Bline date: 06/01/2002	
Pmnt block: <input type="checkbox"/>	
Payment ref.:	
Dunn. block: <input type="checkbox"/>	Dunning key: <input type="checkbox"/>
Last dunned: 0	Dunning area: <input type="checkbox"/>
Assignment: USER ENTER ASGN...	

FBL5N sapqas OVR

Click on the Overview icon to display the whole document



Document Overview - Display

Doc.type : DR (Customer invoice) Normal document

Doc. Number 18199288 Company code ARK Fiscal year 2005
Doc. date 06/29/2005 Posting date 06/29/2005 Period 12
Ref.doc. 05180014
Doc.currency USD

Document Header display

Item	PK	Account	Account short text	BusA	Cost Ctr	Fund	Tx	Amount	Text	Clrng doc.
1	01	998061005	DFA - INTERGOVERNMENT	0610			SO	196.00	DFA Quick Copy Sales	
2	50	4048001000	Sale Copies Pubs	0610	383241	MRC0100	SO	54.60	04174 06/17/05 weekly report-t copela	
3	50	4048001000	Sale Copies Pubs	0610	383241	MRC0100	SO	18.90	04208 06/17/05 11ebg memo-j lepper	
4	50	4048001000	Sale Copies Pubs	0610	383241	MRC0100	SO	54.60	04210 06/17/05 weekly report-t copela	
5	50	4048001000	Sale Copies Pubs	0610	383241	MRC0100	SO	27.16	04218 06/28/05 weekly report-t copela	
6	50	4048001000	Sale Copies Pubs	0610	383241	MRC0100	SO	40.74	04233 06/28/05 weekly report-t copela	

Document Line Item Detail

Click the green arrow back to return to the FBL5N list.



The screenshot shows the SAP ARIP interface. A menu is open under the 'Edit' tab, listing various actions like 'Select all', 'Deselect all', 'Set filter', etc. The 'Choose' and 'Save' buttons in the top toolbar are highlighted with a red box, and an arrow points to them with the text 'Variant options.'.

St	Assignment	Doc. no.	Ty	Doc. date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
	18000793	18000793	DR	07/03/2002			60.00	USD		Agency Accounts Re
	18000798	18000798	DR	07/03/2002			60.00	USD		
	18000817	18000817	DR	07/08/2002			130.00	USD		INTER-AGENCY TRAIN
	18000908	18000908	DR	07/05/2002			65.00	USD		
	18000967	18000967	DR	07/17/2002			88.29	USD		
	18001087	18001087	DR	08/26/2002			610.00	USD		
	18001131	18001131	DR	04/01/2003			150.00	USD		Rent
	18001135	18001135	DR	04/02/2003			25.00	USD		Rent
	Manual clearing	18000579	DR	06/02/2002			99.00	USD		
	USER ENTER ASGNMNT	18000476	DR	06/01/2002			17.50	USD		
*							1,542.92	USD		

There are several options for sorting and viewing within the list from the Menu bar. Select Edit then the option you desire.

Also, different variants can be selected or you can create a custom variant for the report and save it.



The screenshot displays the SAP ARIP (Accounts Receivable Invoice Processing) interface. The 'Environment' menu is open, showing options such as 'Display document', 'Change document', 'Mass change', 'Document texts', 'Check information', 'Display balances', 'Account analysis', 'Clearing transactions', 'Account master data', 'Credit management', 'Correspondence', and 'Add components...'. The main window shows a list of transactions with columns for 'St', 'Assignment', 'DD', 'Amt in loc. cur.', 'LCurr', 'Clrng doc.', and 'Text'. The list includes transactions for 'Agency Accounts Re', 'INTER-AGENCY TRAIN', 'Rent', and 'Manual clearing'. The total amount is 1,542.92 USD.

St	Assignment	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
	18000793	DR 07/03/2002	60.00	USD		Agency Accounts Re
	18000798	DR 07/03/2002	60.00	USD		
	18000817	DR 07/08/2002	130.00	USD		INTER-AGENCY TRAIN
	18000908	DR 07/05/2002	65.00	USD		
	18000967	DR 07/17/2002	88.29	USD		
	18001087	DR 08/26/2002	610.00	USD		
	18001131	DR 04/01/2003	150.00	USD		Rent
	18001135	DR 04/02/2003	25.00	USD		Rent
	Manual clearing	DR 06/02/2002	99.00	USD		
	USER ENTER ASGNMNT	DR 06/01/2002	17.50	USD		
*			1,542.92	USD		

Environment on the Menu bar also provides different ways to view the list.



Customer Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
Due date: ☒ Overdue ☐ Due ☐ Not due

Customer: 998061005
Company code: ARK
Name: Dept. of Computer Systems
City: LITTLE ROCK

St	Assignment	Doc. no.	Ty	Doc. date	S	DD			
	18001135	18001135	DR	04/02/2003					
	Manual clearing	18000579	DR	06/02/2002					
	USER ENTER ASGNMNT	18000476	DR	06/01/2002					
							99.00	USD	
							17.50	USD	
							1,542.92	USD	
	14000014	14000014	DZ	07/03/2002			121.59	USD	14000014
	18000791	18000791	DR	07/03/2002			60.00	USD	14000014
	18000792	18000792	DR	07/01/2002			61.59	USD	14000014
	18000476	14000039	DZ	09/25/2002			17.50	USD	14000066
	18000476	14000066	DZ	09/25/2002			17.50	USD	14000066
	18000687	18000687	DR	06/01/2002			5,000.00	USD	18000688
									DHS Magazine subsc
									4048025000
									4048025000
									Agency Accounts Re

FBL5N sapgas OVR

After viewing the list, click the yellow up arrow to exit.



PERIODIC ACCOUNT STATEMENTS – ZF27

Transaction ZF27 produces monthly account statements for customers by business area.

Prior to processing monthly account statements, review customer accounts using transaction FBL5N to determine if manual clearing is needed on open items. Refer to Transaction F-32 procedures to clear open payments and/or credit memos against corresponding invoices.

Account Statements will list remaining open items and customer transactions for the statement period.

Account Statements do not print the detail of the individual customer invoice.



Program Edit Goto System Help

SAP

Periodic Account Statements

General selections

Company code	ARK	to		
Account type	D	to		
Account		to		
Business Area	0350			
Indicator in master record	2			
Key dates for acct statement	040103			
Accounting clerks		to		

Request Was

Invoice From	
Remit To	

Message to Customer(s)

Message	
---------	--

Posting parameters

Correspondence	Z0013
<input type="checkbox"/> Individual request	

Program control

Delete if finished since	8
--------------------------	---

Print control

Log to printer	ascV
----------------	------

After data is entered, press enter.

ZF27 sapqas OVR

Complete the following fields:

- Company Code – **ARK**
- Account Type – **D** (Customer)
- Account – leave blank to pull all customers
- Business Area – **your business area**
- Indicator in Master Data – **2** (Monthly account statement)
- Key dates for acct. statement – enter the **statement date**
- Correspondence – **Z0013**
- Log to printer – enter your AASIS **system printer**
- Press Enter



The screenshot shows the SAP 'Periodic Account Statements' screen. The 'General selections' section includes fields for Company code (ARK), Account type (D), Business Area (0350), Indicator in master record (2), and Key dates for acct statement (04/01/2003). The 'Request Was' section shows 'Invoice From' and 'Remit To' both set to 'ARKANSAS STATE BUILDING SERVICES'. A callout box with an arrow points to a small circular icon with a question mark next to the 'Remit To' field, containing the text: 'Select the possible entries icon to complete the Invoice From and Remit To fields Execute'. The 'Message to Customer(s)' section has a 'Message' field. The 'Posting parameters' section shows 'Correspondence' set to 'Z0013' and an unchecked 'Individual request' checkbox. The 'Program control' section shows 'Delete if finished since' set to '8'. The 'Print control' section shows 'Log to printer' set to 'ascV'. The status bar at the bottom right shows 'ZF27', 'sapqas', and 'OVR'.

General selections	
Company code	ARK to
Account type	D to
Account	to
Business Area	0350
Indicator in master record	2
Key dates for acct statement	04/01/2003 to
Accounting clerks	to

Request Was	
Invoice From	ARKANSAS STATE BUILDING SERVICES
Remit To	Arkansas State Building Services

Message to Customer(s)	
Message	

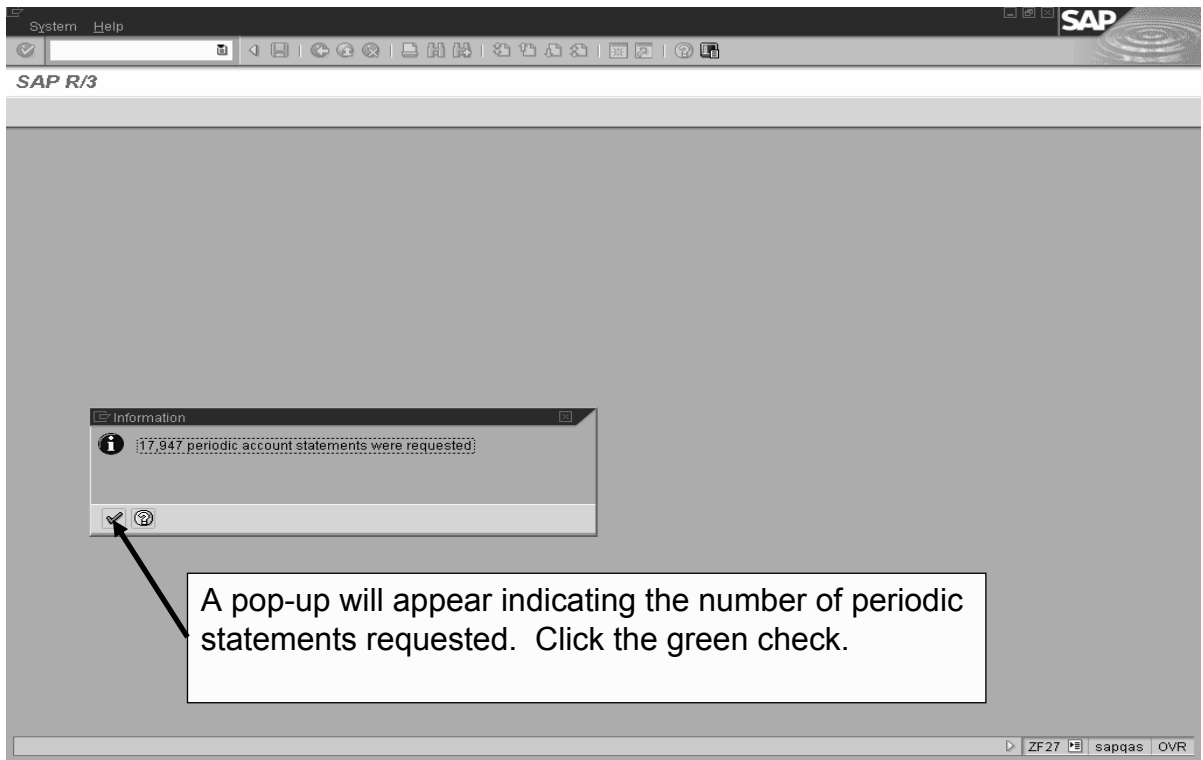
Posting parameters	
Correspondence	Z0013
<input type="checkbox"/> Individual request	

Program control	
Delete if finished since	8

Print control	
Log to printer	ascV

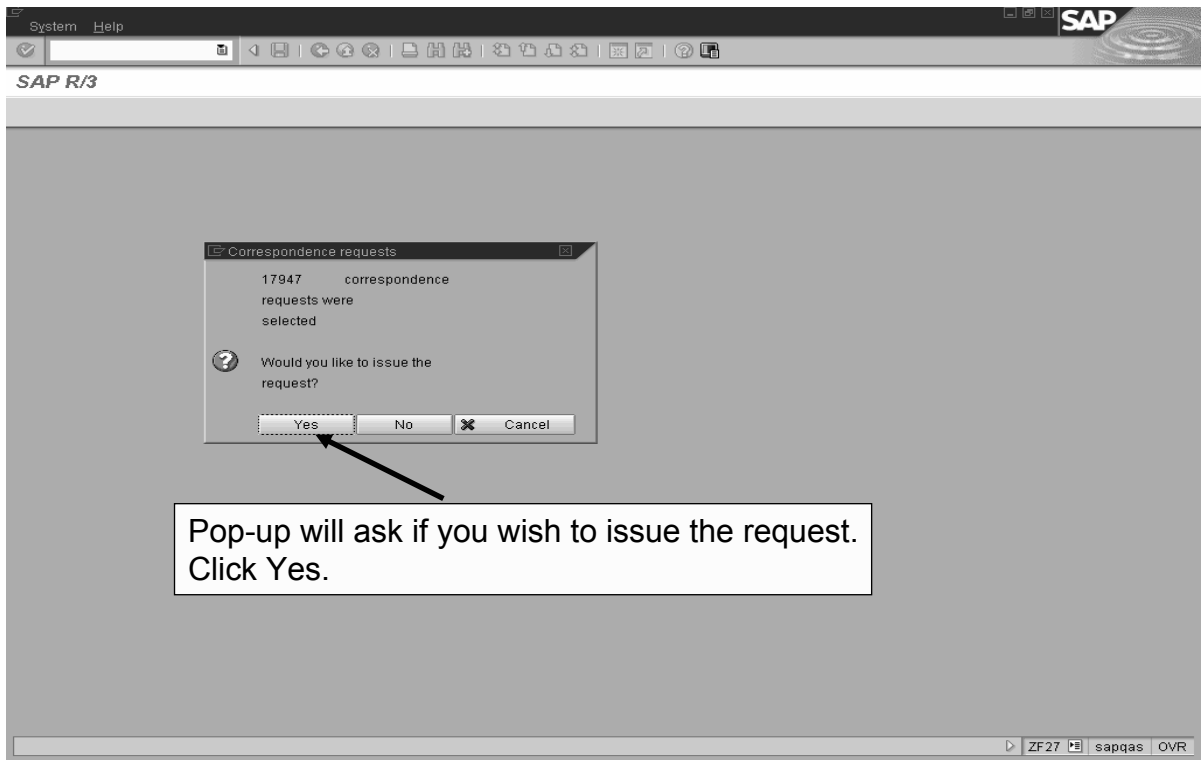
The Invoice From and Remit To fields will open for selection. Click on the drop down to select the appropriate address to be printed on the Account Statement.

Click the execute icon



A pop-up will appear indicating the number of periodic statements requested. Click the green check.

NOTE: The number of periodic account statements initially indicated by the system is a system wide number. This is NOT how many account statements will be selected for your business area.





SAP

Periodic Account Statements

Budget Prep copy of PRD
Little Rock

Periodic Account Statements
Log

Time 09:41:53 Date 04/11/2003
ZFKORK00/DCBOLANDS Page 1

Overview of generated output requests
CoCd Correspondence

	Spool no.	Title	Output pages
ARK Customer Statement-Business Area	10,168	Z0013 YPCC ARK	51

This log will appear to let you know that a spool request has been created, the spool request number and the number of output pages to be printed. Note the number of pages to be printed.

ZF27 sapqas OVR



The screenshot shows the SAP System menu open. The 'System' menu is expanded, showing options like 'Create session', 'End session', 'User profile', 'Services', 'Utilities', 'List', 'Workflow', 'Links', 'Private notes', 'Own spool requests', 'Own jobs', 'Short message', 'Status...', and 'Log off'. The 'Own spool requests' option is highlighted. A callout box points to this option with the text: 'On the Menu bar, select System > Own spool requests or type /NSP02 in the command box and press enter.'

Periodic Account Statements Log

Time 09:41:53 Date 04/11/2003
ZFKORK00/DCBOLANDS Page 1

Spool no.	Title	Output pages
10,168	Z0013 YPCC ARK	51

ZF27 sapqas OVR



SAP

Periodic Account Statements

Budget Prep copy of PRD
Little Rock

Periodic Account Statements
Log

Time 09:41:53 Date 04/11/2003
ZFKORK00/DCBOLANDS Page 1

Overview of generated output requests
CoCd Correspondence

	Spool no.	Title	Output pages
ARK Customer Statement-Business Area	10,168	Z0013 YPCC ARK	51

A new session labeled "Output Controller: List of Spool Requests" will appear on the task bar – click to open.

Start Inbo... SAP ... Acco... Acco... Micr... Peri... Peri... Cont... Out... ZF27 sapqas OVR 9:42 AM



Output Controller: List of Spool Requests

Spool no.	Date	Time	Status	Pages	Title	
<input checked="" type="checkbox"/>	10168	04/11/2003	09:40	-	51	Z0013 YPCC ARK
<input type="checkbox"/>	10167	04/11/2003	09:20	-	1	F140ER YPCC Z0013 ARK
<input type="checkbox"/>	10166	04/11/2003	09:15	-	677	Z0013 YPCC ARK
<input type="checkbox"/>	10165	04/11/2003	09:11	-	358	Z0013 YPCC ARK

4 Spool requests displayed
=====

4 Spool requests without output request

SP02 | sapqas | OVR

To preview the statements to be printed, click on the eyeglasses icon. The selected invoices will display.

OR Check the box of the spool request to be printed.



Text Edit Goto System Help

Print Preview for YPCC Page 00001 of 00010

Click to return to screen to print statements.

ARKANSAS STATE BUILDING SERVICES
501 South Woodlane, Suite 600
Little Rock, AR 72201

Account Statement

Billing Address		Information	
22nd Judicial DISTRICT 102 South Main Benton AR 72015		Customer Number	600000010
		Statement Date	04/11/2003
		Our account with you	
		Acct Statement Period	04/01/2003 04/01/2003

Document Number Text/Reference	Doc Type	Document Date	Arrears On 03/05/2003	Amount
Account Activity from 04/01/2003 to 04/01/2003 No postings in the account statement period.				
Open items on 04/01/2003				
0018036771/296880	01	07/01/2002	217	500.00
0018036772/296880	01	07/01/2002	217	500.00

Only page 1 to page 10 of 51 displayed

SP02 sapqas OVR

Example of the account statement preview.

Open items will be displayed including document number, date, no. of days in arrears and amount. An aging summary is also displayed at the bottom of the statement.



Spool request Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Print directly Ctrl+Shift+F8

Spool No.	Date	Time	Status	Pages	Title
10155	04/11/2003	09:40	-	51	Z0013 YPCC ARK
10156	04/11/2003	09:20	-	1	F140ER YPCC Z0013 ARK
10166	04/11/2003	09:15	-	677	Z0013 YPCC ARK
10165	04/11/2003	09:11	-	358	Z0013 YPCC ARK

4 Spool requests displayed
=====

4 Spool requests without output request

Click to print.

SP02 sapqas OVR



Spoolrequest Edit Goto Utilities Settings System Help

Output Controller: List of Spool Requests

Spool no.	Date	Time	Status	Pages	Title
10168	04/11/2003	09:40	Waiting	51	Z0013 YPCC ARK
10167	04/11/2003	09:20	-	1	F140ER YPCC Z0013 ARK
10166	04/11/2003	09:15	-	677	Z0013 YPCC ARK
10165	04/11/2003	09:11	-	358	Z0013 YPCC ARK

4 Spool requests displayed

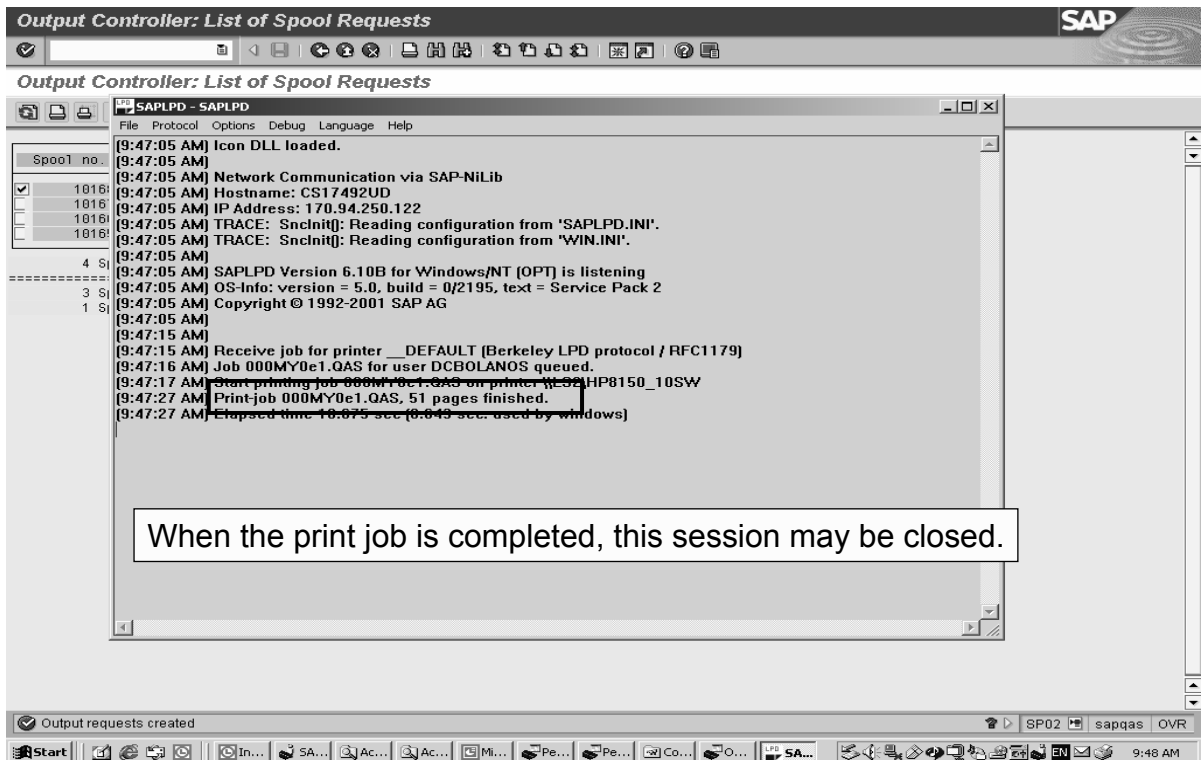
3 Spool requests without output request
1 Spool req. being proc.

A new session labeled "SAPLPD" will appear on the task bar.
Click to open if you wish to view the print log.

Output requests created

SP02 sapqas OVR

Start In... SA... Ac... Ac... Mi... Pe... Pe... Co... Ou... SA... 9:47 AM



The SAPLPD box will display the message “Print job....is finished.
Close the SAPLPD box.